

# JOB DESCRIPTION



JOB TITLE	Casual Court & Tribunals Security Officer
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	HMCTS
REPORTS TO	Area Security Manager

## ROLE OVERVIEW

As a Casual Court & Tribunal Security Officer, you will play a key role in maintaining a safe, secure and welcoming environment across a range of court and tribunal buildings within a defined area. You will be responsible for supporting site teams with access control, monitoring activity and responding to incidents, ensuring that all visitors, staff and service users are treated in a professional and respectful manner.

This is a flexible, multi-site role, where you will work across different locations to support operational needs such as sickness and absence. Shift patterns will vary depending on site requirements, with most shifts taking place Monday to Friday during court operating hours.

## KEY TASKS & RESPONSIBILITIES

- Provide a professional, welcoming and customer-focused service to all court users
- Control access to buildings, ensuring security procedures are followed at all times
- Operate security equipment including CCTV, x-ray machines and handheld metal detectors\*
- Conduct searches in line with site procedures, including bag checks on entry
- Monitor public and restricted areas, maintaining regular communication with control points
- Patrol court buildings and satellite locations where required
- Respond promptly and effectively to alarms, incidents and security concerns
- Accurately record and report all incidents and activities
- Support the safe and secure movement of people within the building
- Maintain high standards of professionalism and compliance at all times

- Maintain high standards of professionalism, compliance and operational excellence at all times

## QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have Right to Work in the UK and ability to pass an enhanced DBS and BS7858 security clearance
- A valid SIA Licence and relevant security experience
- Strong communication and customer service skills
- A professional, reliable and detail-focused approach
- Good understanding of security procedures and health & safety practices
- Ability to remain calm and respond effectively in challenging situations
- Ability to travel between sites within a defined area

### **Desirable:**

- Experience working within public sector or regulated environments
- Experience using security systems such as CCTV and screening equipment

## WORKING ARRANGEMENTS

This is a flexible, multi-site role, where you will work across different locations to support operational needs such as sickness and absence. Shift patterns will vary depending on site requirements, with most shifts taking place Monday to Friday during court operating hours.

## ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

### **AGREEMENT:**

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: