

JOB DESCRIPTION



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

ROLE OVERVIEW

As a Court & Tribunal Security Supervisor, you will play a key role in leading a team to maintain a safe, secure and welcoming environment within a court or tribunal building. You will be responsible for overseeing day-to-day security operations, supporting your team and ensuring that all visitors, staff and service users are treated in a professional and respectful manner.

This is a site-based leadership role, where you will work closely with your team and the wider court service to deliver a consistently high standard of security, compliance and customer service.

KEY TASKS & RESPONSIBILITIES

- Lead and supervise the on-site security team, ensuring high standards of service delivery
- Provide a professional, welcoming and customer-focused service to all court users
- Control and oversee access to the building, ensuring security procedures are followed at all times
- Ensure compliance with all relevant legislation, including Health & Safety, SIA licensing and site risk assessments
- Oversee the operation of security equipment including CCTV, x-ray machines and search procedures
- Act as the main point of contact for security incidents, ensuring they are managed, recorded and reported appropriately
- Support incident response, including alarms, emergencies and security concerns
- Manage team rotas and systems (e.g. Timegate), ensuring appropriate staffing levels are maintained
- Provide leadership, guidance and support to team members
- Deliver duty manager cover on a rota basis (including weekends where required)

- Maintain high standards of professionalism, compliance and operational performance 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
- Proven experience supervising or leading security teams
- Strong communication and customer service skills
- A professional, reliable and detail-focused approach
- Good understanding of security procedures, compliance and health & safety practices
- Ability to remain calm, make decisions and lead effectively in challenging situations

Desirable:

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

WORKING ARRANGEMENTS

This is a site-based leadership role, where you will work closely with your team and the wider court service to deliver a consistently high standard of security, compliance and customer service.

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: