

# JOB DESCRIPTION



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

## ROLE OVERVIEW

As a Mobile Court & Tribunals Security Officer, you will play a key role in maintaining a safe, secure and welcoming environment across a group of court and tribunal sites. You will be responsible for overseeing access control, monitoring activity and responding to incidents, ensuring that all visitors, staff and service users are supported in a professional and respectful manner.

This is a mobile, multi-site role, requiring flexibility to support operational needs across a defined area. You will work closely with colleagues and the wider court service to deliver a high standard of security and customer service.

## KEY TASKS & RESPONSIBILITIES

- Flexibility to support multiple sites within a defined area
- 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
- Patrol public and restricted areas, maintaining regular communication with control points
- Respond promptly and effectively to alarms, incidents and security concerns
- Accurately record and report all incidents and activities
- Support safe and secure movement of people within the building
- Maintain high standards of professionalism and compliance 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
- Full UK driving licence and use of own vehicle\*
- Strong communication and customer service skills
- A professional, reliable and detail-focused approach
- Ability to work across multiple locations and adapt to changing priorities
- Good understanding of security procedures and health & safety practices
- Ability to remain calm and respond effectively in challenging situations

### **Desirable:**

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

## WORKING ARRANGEMENTS

You will work 40 hours per week, Monday to Friday, across sites within a defined radius of your core base. Shift patterns may vary depending on operational requirements, and you may be asked to provide cover at nearby sites. This is a daytime role with no night shifts.

## 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: