

JOB TITLE	Security Supervisor
DATE	Oct 2026
DIVISION	Security
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

We are seeking an experienced and professional Security Supervisor to support the day-to-day delivery of security operations and lead a team of Security Officers on site.

This is a hands-on leadership role where you will be responsible for maintaining high standards of security, safety and customer service, while ensuring all team members perform their duties effectively and in line with company and client expectations.

The successful candidate will be a confident leader with strong operational experience, excellent communication skills and the ability to make informed decisions in a fast-paced environment.

KEY TASKS & RESPONSIBILITIES

- Supervise, support and motivate Security Officers to ensure duties are carried out effectively and professionally.
- Act as the first point of escalation for incidents, operational issues and security concerns.
- Conduct regular site patrols, security inspections and risk assessments.
- Investigate incidents and accidents, ensuring appropriate actions are taken and documented.
- Maintain a visible and professional security presence to deter unauthorised activity and reassure site users.
- Respond promptly to security incidents, emergencies and customer enquiries.
- Liaise with clients, contractors and management teams to ensure service delivery standards are met.
- Support the training, mentoring and development of security personnel.
- Ensure compliance with company policies, assignment instructions and regulatory requirements.
- Manage shift handovers, duty allocations, site reporting and key control procedures.
- Complete and review incident reports, occurrence logs and operational records accurately and in a timely manner.
- Identify opportunities to improve service delivery and operational efficiency.

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.
- Previous experience within the security industry, including supervisory or team leadership responsibilities.
- Strong communication and interpersonal skills.
- Ability to remain calm under pressure and make effective decisions during incidents.
- Excellent report writing and incident documentation skills.
- Competent IT skills, including the use of Microsoft Office applications.
- Strong organisational skills and attention to detail.
- A professional, reliable and customer-focused approach.
- Flexibility to work a variety of shifts, including nights, weekends and public holidays where required.

Desirable:

- Experience supervising security operations within a commercial, corporate, public sector or facilities management environment.
- Knowledge of CCTV systems, access control systems and alarm monitoring.
- Experience conducting investigations, risk assessments and security audits.
- First Aid qualification.
- CCTV Operator Licence.
- Experience delivering briefings, coaching and on-the-job training to team members.

WORKING ARRANGEMENTS

This is a mobile, multi-site role, requiring flexibility to support operational needs around <sites/location>, shift patterns will vary depending on site requirements.

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: