

JOB TITLE	Security Receptionist
DATE	June 2026
DIVISION	Security
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

We are seeking a professional and approachable Security Receptionist to deliver an exceptional front-of-house experience while maintaining a safe and secure environment. This role combines customer service, reception, and security responsibilities, providing support across a variety of sites as required.

You will act as the first point of contact for staff, visitors, and contractors, ensuring all site access procedures are followed while delivering a welcoming and professional service.

KEY TASKS & RESPONSIBILITIES

Reception & Customer Service

- Provide a professional and friendly welcome to staff, visitors, and contractors.
- Manage visitor sign-in and sign-out procedures in line with site security requirements.
- Respond to enquiries and provide assistance where required.
- Handle incoming calls and undertake general administrative duties.
- Arrange bookings, including meeting rooms and taxis, as required.

Security Operations

- Manage access control for staff, visitors, and contractors.
- Monitor CCTV systems and report any security concerns.
- Conduct routine security checks in accordance with site procedures.
- Respond appropriately to incidents, alarms, and emergency situations.
- Maintain accurate records of daily activities, visitors, and incidents.
- Ensure compliance with all site security policies and procedures.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Right to work in the UK.
- Valid Frontline SIA Licence.
- Excellent communication and customer service skills.
- Professional, reliable, and approachable manner.
- Good administration and organisational skills.
- Competent using Microsoft Office applications.

Desirable:

- Previous experience in a reception, administration, customer service, or security role.
- Experience operating CCTV or access control systems.
- Experience working in a corporate or multi-site environment.

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: