

JOB DESCRIPTION



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

ROLE OVERVIEW

As a Court & Tribunal Security Officer, you will play a key role in maintaining a safe, secure and welcoming environment within a designated court or tribunal building. 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 site-based role, where you will work closely with colleagues and the wider court service to deliver a consistently high standard of security and customer service.

KEY TASKS & RESPONSIBILITIES

- Provide a professional, welcoming and customer-focused service to all court users
- Control access to the building, 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
- Monitor 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 the 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
- 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

Desirable:

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

WORKING ARRANGEMENTS

You will work XX hours per week, across a set shift pattern covering court operating hours. Shifts may vary depending on operational requirements. This is primarily 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: