

JOB TITLE	Casual Security Officer
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

As a Casual Security Officer at OCS, you will play a key role in maintaining a safe, secure and welcoming environment across a range of sites. You will be responsible for supporting operational teams with access control, monitoring activity and responding to incidents, ensuring that all visitors, staff and service users are treated in a professional and respectful manner.

This is a flexible, multi-site role, offering a variety of shifts to support operational needs such as sickness and absence. Shift patterns may vary depending on site requirements, providing an opportunity to gain experience across different environments.

KEY TASKS & RESPONSIBILITIES

- Provide a professional, welcoming and customer-focused service to all site users
- Control access to buildings, ensuring security procedures are followed at all times
- Monitor activity across sites, including use of CCTV where required
- Conduct searches in line with site procedures where applicable
- Patrol assigned areas, maintaining a visible and proactive security presence
- Respond promptly and effectively to alarms, incidents and security concerns
- Accurately record and report all incidents and activities
- Support site teams in maintaining a safe and secure working environment
- 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 flexible approach to work
- Ability to remain calm and respond effectively in challenging situations
- Awareness of security procedures and health & safety practices
- Ability to travel between sites where required

WORKING ARRANGEMENTS

This casual position will be based at <site/location or multiple sites>, with hours offered on an as-required basis, which may vary week to week.

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: