

Candidate Information

Position: Security Guard
School/Department: Estates
Reference: 25/112802
Closing Date: Monday 1 September 2025
Salary: £27,137 - £27,456 per annum (plus 15% shift allowance and 6% contractual overtime)
Anticipated Interview Date: Tuesday 23 September 2025
Duration: Permanent

JOB PURPOSE:

To maintain the safety and security of all students, all staff and all visitors to the University and to protect all University buildings and assets.

MAJOR DUTIES:

1. Monitor and control access to the site and assist, where appropriate, in the provision of a reception service to students, staff and visitors to the University.
2. Patrol University premises and grounds to ensure that they (and their contents) are safe and secure.
3. Report damages and raise repair requests where appropriate.
4. Liaise with the emergency services when required, drive vehicles to ensure an efficient response to incidents occurring on campus, or surrounding area. Assist emergency services when necessary.
5. Set and unset alarms when they have been activated, and direct members of staff and students during evacuations, to maintain their safety and to ensure buildings are kept secure at all times.
6. Monitor CCTV and alarm systems when required.
7. Deal with intruders and trespassers.
8. Responsible for the custody of keys for the University and for ensuring that all other sets of keys are signed out correctly and using the Traka Key Cabinet.
9. Carry out routine record keeping, e.g. safety reports and maintain a record of all incidents that take place.
10. Comply with all relevant Health and Safety procedures, and ensure safety on work sites, safeguarding self, colleagues, students, and any other users of the University.
11. Work a shift pattern which enables provision of an emergency response 24 hours per day.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.
13. Attend all mandatory training as required throughout the course of the academic year. Training will take place on a quarterly basis.
14. Be prepared to work across all the University sites within either of the two Sections.
15. Be prepared to undertake overtime duties at key times within the University academic year.
16. Assist with any fire evacuations or associated fire training across the campus.
17. Be prepared to assist with duties in support of the Winter Weather Programme, this includes:
 - Gritting duties across the campus.
 - Filling up grit / sand bins across the campus.
 - Assist in the moving of grit bags across the campus as required.
 - Snow and ice clearance of the footpaths across the campus.

ESSENTIAL CRITERIA:

1. Candidates must hold at time of application for the post:
 - Valid SIA (Door) Supervisor Licence.
 - Valid recognised First Aid at Work certificate.

2. At least 24 months recent relevant experience within the Security environment.
3. Appropriate level of numeracy and literacy skills.
4. Basic knowledge and understanding of relevant aspects, systems and procedures eg health and safety requirements etc.
5. Basic IT literacy skills to input to and read electronic systems including use of email, accurate input into spreadsheets and databases etc.
6. Good oral communication and customer care skills.
7. Capable of following oral and written instructions.
8. Candidates must hold at time of application for the post: Valid full UK driving licence (with manual transmission).
9. Shortlisted candidates will be required to provide original copy of qualifications and driving licence prior to interview.

DESIRABLE CRITERIA:

1. Current SIA (CCTV) Licence.
2. Relevant certificate in Information Technology e.g. ECDL.
3. A recognised customer service qualification e.g. World Host Training.
4. Recent relevant experience providing security services in an environment equivalent to a university setting.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Roy McGonigle - r.mcgonigle@qub.ac.uk.