* Follow the Assignment Instructions
* Undertake onsite training
* Compliance to Site Health & Safety site policies & procedures
* Control Site Access/Gates & Barriers/Turnstiles
* Deactivate/Activate Alarm when required
* Emergency response and first point of contact for any incident.
* Lock and unlock facilities
* Carry out Site Patrols
* Manage Visitors and Contractor Passes etc.
* Dealing with Deliveries/Couriers
* Dealing with Non-English-speaking import and export drivers via comms unit
* Carry out both Reception and Weighbridge duties.
* Checking emails and acting on them.
* Telephone Duties
* Dealing with both incoming and outgoing mail
* Monitoring CCTV
* Carrying out Searches as required
* Handling Lost and found Property
* Reacting on Critical Alarms and Panic Alarms around the Site
* Dealing with ‘Winter Gritting’
* Dealing with Protests and Demonstrates
* Dealing with ‘Site Evacuation’
* Incident report writing
* Permanent work
* Full time hours
* Multi-site-based Security Team
* SIA license paid for by Sodexo
* Shift patterns. Combination of Days/Nights Weekends & Bank Holidays
* Annual salary £30660.08 p.a.
* Sodexo benefits of:
* Statutory Sick Pay
* Up to 28 days leave (based on service)
* Overtime enhanced pay rate
* Double time for working Bank Holidays
* Pension
* Life assurance
* Sodexo discounts on high street shops, entertainment and other retail items

**The Ideal Candidate**

Essential

* SIA License
* First Aid Certificate

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| --- | --- |
| Salary | £30660.08 |
| Frequency | Annual |
| Job Reference |  |
| Contract Type | Rolling Monthly Contract that could lead to a full time position |
| Closing Date |  |
| Job Category | Security |
| Business Unit | UK Corporate Services |
| Location | West Thurrock, England |
| Posted on |  |