

## Security Guard

**Job Title:**

Security Guard

**Reports to:**

TBC

**Responsible for:**

No line management responsibility

**Hours:**

22 hours a week.

Shifts will be allocated two weeks in advance.

4 x 5 ½ hour shifts Monday to Friday, 5.00pm – 10.30pm.

Additional shifts may be required on Saturdays and Sunday afternoons, depending on events taking place during weekends. Additional hours would be paid on a timesheet basis.

**Salary:**

£16,800.30 per annum

(Full Time Equivalent salary £30,546 per annum based on 40 hours a week)

**Location:**

KingsGate Peterborough

---

**Role Overview:**

The Security Guard plays a vital role in maintaining the safety and security of the KingsGate Peterborough building, during evenings and weekends. This position ensures a visible and reassuring presence, supporting the welfare of staff, visitors, and church members. The role includes responsibility for building security, fire safety procedures, and first aid provision during operational hours.

---

**Key Responsibilities:**

- **Building Security:**  
Maintain a visible and reassuring security presence across the KingsGate Peterborough. Using CCTV, monitor access points and respond to any security

concerns or incidents. Ensure building is locked and secured, ensuring full adherence to security procedures, at the end of each shift.

- **Fire Safety Support:**

Support the implementation of fire safety procedures, including monitoring fire exits and ensuring signage is visible and clear.

In the event of an alarm activation, review fire alarm panel and zone affected. Assist in the evacuation of persons from the building and liaise with the Emergency services, if required

- **First Aid Provision:**

Act as a designated first aider during shifts, responding to incidents and ensuring appropriate care is provided until further help arrives.

- **Incident Response:**

Respond promptly and appropriately to emergencies, including fire alarms, medical incidents, or security breaches. Liaise with emergency services when required.

- **Communication & Handover:**

Maintain clear communication with the Facilities Supervisor, providing handover updates and reporting any incidents or concerns. Complete incident reports and maintain accurate records of any security or safety-related occurrences during shifts.

- **Access Control:**

Monitor and manage access to the building, ensuring only authorised individuals are permitted entry during operational hours.

- **Safeguarding Awareness:**

Be alert to safeguarding concerns and report any issues in line with KingsGate's safeguarding policy.

## 6. General

- Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.
- Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking

appropriate level safeguarding training and ensuring any incident is reported immediately.

- Support your manager in identifying, assessing and managing potential risks involved in work activities and processes.
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.
- Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.
- Comply with health and safety requirements.
- Respect the vision and values of KingsGate.

Perform any other tasks that may arise from time to time which are appropriate to this level of post

---

#### **Key Skills and Competencies:**

- Strong awareness of building security and emergency response procedures
- Ability to remain calm and act decisively in emergency situations
- Excellent observational skills and attention to detail
- Confident communicator with the ability to engage with staff, volunteers, and visitors
- Basic understanding of fire safety and first aid protocols
- Ability to work independently and take initiative
- Ability to remain professional and composed under pressure
- Reliable, punctual, and trustworthy
- Comfortable working evenings and weekends
- Committed to upholding the values and safeguarding standards of KingsGate

#### **Person Specification:**

- Previous experience in a security, facilities or operational support role
- First Aid trained (or willingness to undertake training)
- Basic understanding of fire safety procedures
- Respect the vision and values of KingsGate.

#### **Desirable:**

- SIA (Security Industry Authority) licence or equivalent
- 

#### **How to Apply:**

Interested candidates should complete the application form and send to [hadministrator@kingsgate.church](mailto:hadministrator@kingsgate.church) by **Monday 14 July 2025**.