

<b>Job Title:</b> Security Officer	
<b>Managed by:</b> Deputy Head of Security	
<b>Department(s):</b> Security	<b>Location:</b> Waddesdon
<b>Salary:</b> £13.50 per hour	<b>Contract Type:</b> Hourly, Full-time
<p><b>Hours:</b> 42 hours per week on average over the year to be worked in a 12 hour rotational shift pattern in a combination of night and day shifts, seven days per week, 365 days per year. Shift patterns and working hours may be varied to meet operational or training requirements; in such cases, as much notice as reasonably practicable will be given. Your pay will reflect the actual hours worked, and your working hours will be arranged to meet the needs of the business. A paid 60-minute break is included in each shift.</p>	

#### HOW TO APPLY:

We are looking for candidates who can clearly demonstrate their suitability for this role. To be considered, please submit a covering letter answering the five questions in the application pack. Applications without a covering letter will not be shortlisted, so take this opportunity to show us why you are the right fit!

#### The Role:

The Security Department of the Rothschild Foundation is responsible for the safeguarding of the collection, historic and commercial properties, staff and volunteers across approx. 6,000 acre Waddesdon Estate. Operating 24/7, the team manages the control room, responds to alarms and notifications from the Centralised Security System, double locking and unlocking buildings, and conducting routine patrols.

We are looking for an experienced and pro-active Security Officer at [Waddesdon Manor | A French Renaissance-style château](#). This historic French Renaissance-style château, near Aylesbury, Buckinghamshire, was built by Baron Ferdinand de Rothschild in 1874 and is now managed by the Rothschild Foundation. Welcoming around 350,000 visitors annually, Waddesdon Manor houses the Rothschild Collection and hosts a diverse range of exhibitions, public events, and educational programs. The Rothschild Foundation has a

trading company, RWL, which runs catering and retail on-site, a private events business and a hotel, (the Five Arrows) and pub (the Bow) in Waddesdon village.

### **What you will do:**

The post of Security Officer (SO) will be responsible for maintaining the physical security of Waddesdon Manor and its estates consisting of approx. 6000 acres and several external buildings. You will ensure that the company's policies and procedures are followed at all times and all issues are resolved in an effective and timely manner.

The job holder will report to the Deputy Head of Security (DHOS), working closely with the Head of Security and Transport (HOST) to resolve issues in an efficient manner.

The role will be the customer-facing person within the Security department and will engage with staff, visitors and other invited guests with courtesy and professionalism.

### **Key responsibilities include but not limited to:**

#### **Security Systems Monitoring**

- To operate & monitor CCTV, intruder alarm, to include the responsibility of arming and disarming alarms to all buildings, video content analysis, item protection system plus duress alarm etc. and respond to all situations arising as such
- To make sure all security systems and equipment operate correctly and report any faults as and when needed
- To immediately deal with all security & fire alarms in an efficient way

#### **Physical Security**

- To protect the Manor and Estates by carrying out lock and unlock procedures of the Manor and all other relevant buildings daily
- Provide physical security presence against theft and dishonest activities when required
- Be the initial point of contact between visitors and the Security Department
- To undertake regular patrols of the Estate, to include visitor areas and the wider 6000 acres in the security vehicle and on foot (immediate area)
- To conduct daily and routine security tasks as directed by the DHOS or HOST.
- To manage daily operation of the access control system and the key management system, to include issuing keys and ensuring their return by the end of the day
- To effectively communicate all relevant information via verbal or written handover or email

- To attend to and appropriately escalate a response to any incidents across the site, and to note these incidents in the log book and via our incident reporting system
- To ensure all required documentation is completed to a high standard
- To report any maintenance issues to Facilities Department and the DHOS or HOST via email/radio in emergency situations
- To liaise with external contractors and/or emergency services when their attendance is required

### **Cash & Valuables in Transit**

- To transport cash and/or valuables within the estate in a safe and secure manner

### **Fire**

- To operate & monitor the fire detection system and coordinate an appropriate response to fire alarms
- To ensure that all required checks and inspections are conducted & logged as per location's fire prevention plan, to include fire testing of all buildings on a weekly basis
- To check system for faults on a daily basis and report accordingly to ensure faults are rectified as soon as possible
- To ensure fire extinguishers throughout the estate are correctly located and periodically serviced
- To undertake other responsibilities related to fire prevention and response like Fire Marshall Duties etc., when required

### **First Aid**

- To coordinate an appropriate response to first-aid incidents across the area of responsibility
- Complete the incident/accident reports as necessary
- Undertake First Aid Training as required

### **Health & Safety**

- To remedy and report any situation that represents a hazard and all incidents and accidents plus unsafe conditions are dealt with promptly and recorded accordingly
- Take responsibility for own H&S and that of others by following Health & Safety policies and guidelines

The above list of duties is not conclusive and the post holder may be required to undertake other tasks & duties commensurate to the role and skill set of the applicant

### **Your areas of knowledge and expertise that matter for this role:**

- Holds an SIA licence to the minimum of Door Supervisor level, with valid First Aid and ACT training.
- Proven experience in a security role with strong coordination and leadership skills.
- Disciplined, proactive, and committed, with a selfless approach and a positive "can do" attitude.
- Excellent time management and organisational skills, with the ability to absorb and impart job-related knowledge on a continuous basis.
- Confident in the use of computer systems to support daily tasks and achieve team objectives.
- Strong communication skills with a friendly and approachable manner; able to work effectively both as part of a team and independently.
- Skilled in conflict management with the ability to dynamically risk assess in any situation; personal protection skills are advantageous

### **Essential**

- Full UK Driving licence.

### **You will be a good fit if:**

You are curious and open to learning, with a real commitment to your own development. You enjoy working with others, building positive relationships, and bringing people together through strong collaboration and interpersonal skills. You are confident in using Ordnance Survey maps and have a good understanding of bylaws and public order. Most importantly, you are ready for the challenge of working outdoors in all conditions, day and night, and bring energy, resilience, and enthusiasm to the role.

### **Additional requirements:**

The safety and wellbeing of children, young people and vulnerable adults are of the utmost importance for any role at the Rothschild Foundation, Waddesdon Manor. Consequently this position may require a Disclosure and Barring Service (DBS) check to uphold the safety and security of all our guests, staff and volunteers.

### **Rewards for working with us:**

- We are proud of where we work and want to share Waddesdon Manor with family and friends by offering a number of complimentary tickets to the house and grounds.

- Waddesdon Discounts – 50% discount in the food-to-go outlets at the Manor. 20% in the Manor gift shop and restaurant, Stables Café, Five Arrows Hotel, and The Bow Pub. 20% discount on special event tickets made available to staff.
- Staff Card – A National Trust staff card entitles two adults and children under 18 years of age free admission to all National Trust properties and 20% discount in NT retail and catering outlets.
- Annual Leave – Your statutory annual leave entitlement is 277.2 hours (23.1 x 12 hour shifts). This will be pro-rated based on actual hours you work. Annual leave calculation can be found at the bottom of the job description.
- Pension – We will top up your pension by matching any contribution you make, up to 10% of your basic salary.
- Long Service Awards – every 5 years of service, you are invited to a celebration to recognise your contribution to the organisation. A cash sum is awarded as a thank you.
- Mental Health and Wellbeing Support – access to a wellbeing platform and fully funded 1:1 counselling service.
- Flu Jabs – free flu jabs in October.

### **Workplace adjustments:**

We work closely with employees to help them work at their best, including making adjustments such as flexible working, compressed hours, providing equipment or changes to the workplace, where possible.

### **EDI**

At the Rothschild Foundation, we place Equality, Inclusion and Diversity at the core of our values. We strive to be an organisation that actively addresses inequality and prejudice while fostering a truly anti-racist culture. Our approach is centered on meaningful and equitable support and development for you and others throughout your time with us. We are committed to providing an environment free from discrimination, where every team member feels valued, respected and has a true sense of belonging.

### **Annual leave**

In accordance with company policy, annual leave is deducted in hours. Annual leave is calculated based on an average of 42 hours per week, which equates to 2184 hours per year.

- 42 hours at 12 hours per shift equals 3.5 shifts per week (on average).
- 33 days of annual leave entitlement equates to 6.6 weeks of annual leave in a year.

Annual leave is calculated as follows:

- 33 days = 6.6 weeks of annual leave x 3.5 shifts per week (on average) = 23.1 days annual leave

- 42 hours per week / by 3.5 shifts = 12-hour shift per day
- 23.1 days x 12-hour shift = 277.2 hours annual leave per year

**Application:**

The vacancy advert may be taken down from job boards earlier than the stated deadline if a high standard of applications is received.

We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, and people with a disability to help us achieve a balanced representation in our workforce, especially at senior grades.

All candidates invited to interview have the opportunity to request adjustments to the recruitment process when scheduling your interview, for example accessible parking, communication support or breaks.

To apply, **please send a current CV and Covering Letter** answering these 5 questions and explaining how your experience and skills match those outlined above to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk).

If you do not answer these questions in your covering letter, your application will not be valid.

1. What attracted you to role of the Security Officer at Waddesdon Manor?
2. Tell us about your knowledge of the security systems and equipment i.e. CCTV, intruder alarm, fire alarm, access control, locks, and keys etc?
3. How confident are you using computers and software in general i.e. MS Word excel, outlook?
4. The working pattern here is currently 4 on 4 off, all 12-hour shifts nights and days, weekends and Bank holidays- How will you stay alert and remain motivated during shift?

5. Are you able to commute to Waddesdon Manor HP18 OJH reliably?

**Closing date:** Ongoing. The vacancy may be taken down from job boards when we see fit if a high standard of applications is received.

If you apply for this role and are selected to interview, here is what you can expect:

- In-person question-and-answer interview with the Deputy Head of Security and the Head of Security and Transport