
Westminster Abbey



Job title here

Job description and person specification



Job description

JOB TITLE:	Security Beadle
DEPARTMENT:	Security
POST REPORTS TO:	Senior Beadle through Deputy Head of Security
KEY RELATIONSHIPS:	The Dean and Chapter and all other Abbey staff, worshippers, tourists and members of the general public. External: The Police, security forces and emergency services when appropriate.
JOB SUMMARY:	Working in a team usually with rotational shift partners to ensure the safety and security of the Abbey site for visitors, worshippers and residents on a 24-hour basis.
BACKGROUND:	Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 300 employees and a greater number of volunteers.

MAIN DUTIES AND RESPONSIBILITIES:

To maintain the security of the Abbey and its precincts as well as the security of the staff, residents, visitors and worshippers. This entails specific security duties such as access control, foot patrolling, gate and barrier duty, locking/opening up, monitoring alarms and CCTV, searching visitors and premises, deterring retail theft, controlling parking arrangements in the Sanctuary and Dean's Yard and cash escort within the Abbey precincts. This is not an exhaustive list of tasks and Beadles may be required to attend to other security duties depending on the situation or as directed by senior security staff.

Assess incidents and summon emergency services when deemed necessary or where there is danger to persons or property. Provide liaison and assistance to any emergency responders.

Carry out general security surveillance, dealing with incidents and suspicious occurrences. Suspicious objects should be reported to emergency services and not touched.

Supervise the evacuation of the Abbey precincts in an emergency, or when the evacuation is being conducted by security management or the Receiver General, assisting as directed or pre-planned.

Comply with all Standing Orders concerning the safety and security of the Abbey site.

To monitor and control parking in Deans Yard in liaison with the Deputy Head of Security and Chief Beadle.

Monitor and (as directed) control those entering and leaving Deans Yard including the use of any barriers or signage required for both vehicular and pedestrian traffic.

Deliver letters and parcels to offices and precincts.

Perform flag duties as required.

Maintain appropriate conduct and demeanour and be correctly dressed at all times. A Security Beadle uniform will be issued and is to be the standard form of work dress. Any variation to this is at the direction of the Head of Security.

Carry out any other tasks as may be instructed by the Chief Beadle, or other Abbey Security Management.

Person specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post.

Qualification/Training

1. Guarding or similar related security qualification or suitable knowledge gained by security employment in a similar or relevant environment.

Knowledge/Skills

2. Excellent verbal and written skills – to be persuasive and firmly polite as necessary with other people.

Able to:

3. Write clear security incident reports.
4. Act decisively and intelligently in potentially difficult situations.
5. Control parking and prevent congestion.
6. Identify unusual or suspicious behaviour and take appropriate action.
7. To be vigilant and fully aware of surroundings and occurrences in or around the Abbey.
8. Work alone at heights unsupervised.
9. Stand and walk for long periods, including being outside in all weathers.
10. Work night shifts and at weekends, evenings and bank holidays when required.

Experience

11. Experience of providing a general public-facing security service, as part of a shift system including working nights.

Attributes

12. Professionalism to respond to visitors' enquiries efficiently and effectively, referring them to other staff where necessary

This job profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires an enhanced level criminal record check.