

Security Operative

- **Based at Lynwood Village, Ascot**
- **Salary £9.43 per hour**
- **Bank Shifts**

The role

We have an immediate opening for the role of Security Operative to be part of a Site Services team capable of responding to any incident, ensuring the safety of all individuals and protection of property at Lynwood Village, and to ensure the smooth running of the building at night. To contribute to the provision of a secure and welcoming environment for residents and visitors. To contribute to the provision of administrative support, cash handling and diary management for all Lynwood Village departments.

Key responsibilities

- To supervise the entrances to the Village and access points, ensuring only authorised personnel may enter.
- To monitor and authorise the entrance and departure of employees, contractors and other persons, to guard against theft and maintain security of the premises.
- To maintain constant staffing on the front desk to take immediate action to deal with fire alarms, intruder alarms, the communications systems, building management systems and to monitor the CCTV cameras to be alert to any suspicious activity.
- To provide regular, high profile, internal and external patrols of the premises to prevent and detect any signs of intrusion and ensure the security of doors, windows and gates, and to safeguard the site and its residents.
- To answer telephone calls/radio message to provide assistance to and liaise with facilities around the arrival of visitors/contractors, "out of hours" enquiries and other relevant occurrences.
- To ensure that a thorough Village lock-down patrol is carried out on a nightly basis and that all area/door alarms and PIR's are activated. A nightly lock up record must be completed for anything of relevance
- To provide administrative/clerical support as necessary in order to deliver effective and efficient reception services.
- To communicate effectively and appropriately with residents, their relatives and visitors to Ben premises.
- To work within the required Care Quality Commission (CQC) standards and Ben policies and procedures at all times.
- To act as First aid and or Fire Marshall while on shift

Owned and operated by Ben

About you

We are looking for someone who enjoys meeting and talking to people from all backgrounds. You will be self-motivated, dependable, responsible and energetic – able to think on your feet and possess the ability to remain calm no matter what comes your way.

You will possess experience of working in a customer facing role with an emphasis on Security. You will be recognised for your ability to work independently or as a member of a team and be able to demonstrate excellent communication skills. You are conscientious, hard working and always looking for ways to improve what you do. You have the confidence and ability to think quickly and make decisions under pressure while at the same time being able to demonstrate sound prioritisation and time management skills.

Benefits

- 30 days holiday including bank holidays
- Contributory pension scheme – matched at 3%
- Referral scheme
- Free smart uniform
- Onsite Café
- Free parking
- Life assurance
- Discount on certain car brands

About Lynwood Village

Lynwood Village, in Sunninghill near Ascot, provides independent living for people aged 65 and over. Spacious homes, beautifully designed with the future in mind, sit within a friendly, sociable community with flexible, optional support on hand should it be required. With, superb onsite facilities and a choice of activities, events and excursions it's easy for Lynwood Village residents to keep busy and find company when they choose.

By working at Lynwood, you become part of a vibrant, friendly community with the opportunity to make a real difference to someone's day.

About Ben

Ben is an independent charity and dedicated partner to the automotive industry, providing support for life for its people and their family dependents. Ben is focused on delivering care and support to enable total health & wellbeing through working and later life.

Ben provides free and confidential advice and support focused on the main areas of peoples' health and wellbeing: financial, physical, mental and social, supporting people at whatever stage of life. Everyone who works, or has worked, in the automotive industry can access Ben's support.

Ben also operates continuing care and support for those in later life, which isn't dependent on an automotive industry connection, via its care centres as well as independent living for over 65s at its retirement village.

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Ben - Motor and Allied Trades Benevolent Fund. Registered office: Lynwood Court, Lynwood Village, Rise Road, Ascot SL5 0FG.
A charity registered in England and Wales (no.297877) and Scotland (no.SC039842). A company limited by guarantee, registered in England and Wales (no.02163894). Registered with the Homes and Communities Agency (no. LH 3766).



Apply now

If this describes you, then please contact us at careers@ben.org.uk and enclose your latest CV and covering letter explaining why you are the ideal candidate for this role. If you are ambitious and motivated and want to make a positive difference to people's lives, get in touch with us.

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