

**Job Description**

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| **Job Title:** | Evening/Night Security Watchperson |
| **Location:** | Hatfield House |
| **Contract:** | Permanent |
| **Hours:** | This is a part-time position.  The shift structure is based on a rolling 9 day working pattern, which includes both weekday and weekend work. In a typical 9 day period, you will work three shifts consisting of evening shifts (18.00-23.00) and overnight shifts (23.00-08.00). On average, you will work 25 hours a week, but some weeks might be up to 30 hours or down to 20 hours. Shift patterns are communicated ahead of time by the Visitor Operations Manager. |
| **Salary (gross, per annum):** | £14,300 per annum  (The full-time equivalent salary would be £22,880 per annum) |
| **Reporting to:** | Visitor Operations Manager |
| **Start date:** | Ideally September 2022 |

**Place of Work**

Hatfield House, the historic home of the Marquess of Salisbury, sits within Hatfield Park, the centrepiece to the Hatfield Park Estate, which is located on the eastern fringe of Hatfield in Hertfordshire. Hatfield Park Estate is managed by a dedicated management team based at the Estate Office, a short distance from Hatfield House. The Estate is a vibrant business which is primarily focused upon let residential and commercial property, along with farming and forestry, development and tourism, leisure and hospitality. Hatfield House and Gardens are open to the public from Easter until the end of September whilst the Park is open to local members all year round. In addition to day visitors, the estate hosts a number of large and small events, filming projects, together with parties, weddings and functions at a variety of locations across the estate. Gascoyne takes a long-term approach to business and is committed to delivering high quality economic, social and environmental value – a long term sense of responsibility is fundamental to the way in which the estate is managed.

**Summary of the Role**

This role is a permanent position, but will be subject to a successful 3 month probation period.

This role is primarily based within Hatfield House itself. House Security personnel will be the first point of contact for the family and any internal or external guests or visitors to the house within the advertised hours. The successful candidate will have the ability to remain calm, professional and even-tempered. You will need to be comfortable dealing with the public and other professionals in a timely and efficient manner, and to work on your own initiative often at unsociable hours. The primary responsibility of the evening and night security watchperson is to maintain the safety and security of this residential stately home at all times.

**Main Responsibilities / Duties**

* Develop and carry out an intermittent building security check schedule and monitoring of the internal CCTV system of this residential stately home.
* Completes a log showing building and window checks, noting whether security system(s) are functioning properly, any acts of vandalism, persons observed to be on the estate or in direct proximity to campuses, unlocked doors, suspected entries or malfunctions in security equipment.
* Checks all doors in and outside of buildings to be sure they are locked when vacant, locks doors found to be left unlocked, and reports any issues before the next working day.
* Liaises with external estate security or other appropriate authorities regarding any situation requiring immediate or prompt attention.
* Closing and checking of external visitor areas and entrance gates

**Essential Skills and Attributes**

* Multi-tasking and time-management skills, with the ability to prioritise tasks.
* A confident communicator, with strong interpersonal skills and a flexible ‘can-do’ approach.
* Basic working knowledge of Microsoft Outlook, Word and Excel.
* Observant, methodical with a good eye for detail.

**Desirable Skills and Attributes:**

* First Aid trained (a one day qualification can be obtained before any lone working is commenced)
* Basic knowledge of fire regulations and safety procedures
* Some experience within a security related role is desirable, but not essential
* Some basic knowledge of general intruder alarm and CCTV systems is desirable, but not essential

**How to Apply**

Please send your CV and a covering email to:

Richard Ravera – Visitor Operations Manager

r.ravera@hatfield-house.co.uk

Closing date: 20th August 2022

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