The Honourable Society of Lincoln's Inn

Job Title: Warden (Security Officer)

Department: DSC

Reporting to: Head of Security (Chief Porter)

Responsible for: N/A

Hours: 4 on and 4 off over nights and days with 12-hour shifts, 07:00 to 19:00 four days and 07:00 to 19:00 one day shift followed by three nights from 19:00 to 07:00

How to apply: Please send your CV to HR@lincolnsinn.org.uk

Post Objectives

To monitor the movement of visitors, tenants, residents and staff within the Inn in order to safeguard the security of all within the Inn and control access to all the Inn's buildings.

Main Duties

The following list of duties is indicative of the nature of the post. Priorities, time-scales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To enforce with tact and diplomacy the Inn's car parking regulations; to record all cash receipts for such transactions; and to assist in the collection of unpaid parking fines.

2. To control access to all the Inn's buildings signing out keys from the register as required.

3. Monitor all CCTV footage and operate all lift, leak and intruder alarms and react to them as appropriate.

4. In conjunction with other Warden staff rotate around the Inn, to be stationed at designated positions, to provide a static guarding security presence in the Gatehouse, Library, control room and other areas as required.

5. To be an Inn's fire marshal and act as a first responder to fire alarm activations, being fully conversant in how to operate all aspects of the fire alarms systems and specialist evacuation chair equipment.

6. To be an Inn's first aider and able to operate the onsite defibrillator equipment (AED). Helping those onsite who are injured or ill, keeping them safe, to cause no further harm and arranging for further emergency medical assistance as required.

7. To wear the Inn's uniform and present a smart appearance at all times when on duty.

8. To deal with enquiries from visitors and users of the Inn politely and helpfully directing people as appropriate.

9. To patrol the grounds and common parts of the Inn, monitoring and enforcing Inn regulations to ensure quiet enjoyment of the Inn for residents, tenants, members and visitors.

10. To alter the North Lawn open/closed notice at 12.30 and 14.30 and patrol lawn at 14.30 to clear visitors and to ensure that the North Lawn is only used outside the hours of 12.30 to 14.30 by Benchers, members and residents.

11. To close and open the gates around the Inn as appropriate.

12. To monitor the entry of personnel and goods to the kitchen and through the staff entrance.

13. To monitor as required any contractors working in the Inn, as well as visitors entering the Inn.

14. To assist with delivery of the Chapel Silver as and when required.

15. To do the cash up at the end of the shift.

16. To provide cover for sickness/leave or security in conjunction with Inn's private functions. Flexible working hours may sometimes be required for this.

17. To answer the Gatehouse's telephone, respond to basic emails, take messages or deal with the problem as required.

18. To comply at all times with the Inn's Health and Safety Policy for the health and safety of staff, members and visitors.

19. To undertake appropriate training and development, as may be required by the post and is within the capability of the post holder.

20. To undertake any other job related duties which management may determine from time to time.

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Person Specification

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Knowledge / Skills Required

1. Valid SIA front line door supervisors' licence preferable.
2. A good command of written and spoken English is essential to be able to take and pass on verbal and written messages.
3. To be able to handle phone and face to face customer enquiries confidently, with a customer focus and politely with a positive attitude.
4. To demonstrate a high level of honesty and integrity in positions previously held.
5. Good numeracy skills with ideally the experience of cash handling.
6. To show good prioritising and organisation skills and the ability to keep calm whilst under pressure.
7. To be able to work as part of a team.
8. Willing to undertake training as a First Aid and Fire Marshall
9. Smart appearance with a confident demeanour.
10. Prepared to work flexibly to cover shifts.
11. Can apply a common-sense approach to handling issues and/or resolving problems.

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Benefits

What's in it for you:

1. Generous annual leave entitlement
2. An excellent free lunch
3. A 42-hour working week including paid breaks
4. Overtime paid for Operational roles
5. Private Medical Insurance
6. A non-contributory 12.5% Stakeholder Pension Scheme
7. Interest-free Season Ticket/Bicycle loan
8. Free uniform for operational roles (laundered)
9. Enhanced Maternity and Paternity and Shared Parental Leave
10. Great annual training and continual development support
11. Bicycle stands and shower facilities
12. Death in Service benefit; 6 x your annual salary
13. Free Eye tests and free chiropody
14. Access to a confidential Employment Assistance Programme
15. Team building days
16. Plenty of social events, such as staff parties, quiz nights etc.
17. Employment Membership shopping discounts

The Honourable Society of Lincoln's Inn is committed to ensuring both its members and staff members are treated with dignity and respect throughout their careers. We promote values of trust, transparency, and respect for all through robust policies and procedures.