



Freeman Automotive (UK) Ltd
EBC Brakes World Headquarters
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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Security and Facilities Operative

SUMMARY

EBC Brakes are looking for a Security & Facilities Operative to work at our World HQ in Pineham, Northampton, NN4 9EF on an alternating morning & afternoon shift basis (both 30.5 hours per week).

PRIMARY RESPONSIBILITIES - Security

- AM Shift - Unlocking and opening up of the site ready for 6am start (Monday-Friday);
- PM Shift - Locking up and securely closing up the site at the end of the day at 18:30 (Monday-Thursday);
- Key holder and out of hours point of contact for emergency services, including intruder alarm activations and disturbances (attendance to site out of hours to investigate, if required);
- Welcome all site visitors, contractors and drivers, controlling access to and exit from the site, and ensuring compliance with Company procedures;
- Liaise with emergency services and support with health & safety procedures in the event of an emergency, such as a fire or presence of unauthorised persons.
- Operate and monitor the CCTV system in accordance with the CCTV Policy.
- Conduct and log random searches of employees and visitors/drivers;
- Manage site keys, alarm codes and other keys for site buildings/departments;
- Completing weekly fire alarm tests and taking responsibility for Security protocol during fire drills;
- Access control management - setting up access fobs and database management; Internal and external patrols of site during the shift;
- General Security and Facilities administration duties, as assigned by Safety & Facilities Manager.

PRIMARY RESPONSIBILITIES - Health and Safety

- Oversee site visits from contractors, documenting any site visits and undertaking insurance, RAMs and qualification checks;
- Maintaining Contractors information;
- General Health & Safety administration duties, as assigned by Safety & Facilities Manager.

KNOWLEDGE & SKILLS REQUIRED

- Previous experience in a similar role is preferred but not essential (NOTE: SIA license is NOT REQUIRED);
- The ideal applicant will have good PC skills and be comfortable using various software applications relevant to the role;
- Desirable - knowledge of security systems including CCTV is preferred but not essential as full training will be provided;
- Effective communicator and the ability to interact effectively with people.
- Desirable - hold a full UK/EU driving license and have own transport.

HOURS OF WORK: 30.5 hours per week on an alternating morning and afternoon shift basis. Applicants must be able to commit to and be able to work BOTH shifts, on an alternating basis:

WEEK ONE SHIFT (30-minute unpaid break when working shifts marked with *)

- Monday, Tuesday & Thursday 06:00-14:00*
- Wednesday 06:00-14:30*
- Friday - REST DAY

WEEK TWO SHIFT (30-minute unpaid break when working shifts marked with *)

- Monday 13:00-18:30
- Tuesday, Wednesday & Thursday 12:30-18:30
- Friday 06:00-13:30*



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BENEFITS

- Free on-site parking for cars, motorbikes, and bicycles (good cycle routes, bike shelter on site). Bus stops outside;
- All safety footwear and PPE provided;
- Staff discount on products;
- Long service basic pay increases at 3 and 10 years service;
- Long Service Holiday Award Scheme;
- Life Assurance Scheme;
- Cycle Scheme (available after probation).

NOTE: The statements above are intended to describe the general nature and level of work being performed by the people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.