

## Security and Facilities Operative

### SUMMARY

EBC Brakes are looking for a reliable and proactive Security & Facilities Operative to help keep our site safe, secure, and running smoothly. You'll work alternating morning and afternoon shifts (30.5 hours per week) and act as a key member of our on-site security and facilities team.

\*\*No SIA licence required\*\*

### WHAT YOU'LL DO

#### Security Duties

- Welcome and check in visitors, contractors, and drivers;
- Monitor CCTV in line with company procedures;
- Carry out internal/external site patrols;
- Conduct and record occasional searches of employees and visitors;
- Manage keys, access fobs, alarm codes, and security records;
- Carry out weekly fire alarm tests and support fire drills and evacuations.

#### Facilities & Health & Safety Duties

- Oversee and log contractor visits, including documentation and insurance/RAMs and qualification checks;
- Maintaining contractor and facilities records;
- General admin support for the Safety & Facilities Manager.

### WHAT WE'RE LOOKING FOR

- Experience in a similar role preferred, but not essential;
- Confident using a PC and basic software;
- Good communication skills and professional with staff/visitors;
- Knowledge of CCTV or security systems would be beneficial but not essential as training provided;
- Desirable: Full UK/EU driving licence and own transport.

**SHIFT PATTERN** (Alternating weekly shifts - TOTAL 30.5 hours per week)

#### WEEK 1 (Mornings)

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

#### WEEK 2 (Afternoons)

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

(\*30-minute unpaid break)

### BENEFITS

- Free on-site parking, bike shelter, and good transport links;
- Uniform, PPE and safety footwear provided;
- Staff product discount;
- Long-service pay enhancements (3 & 10 years);
- Long-service holiday awards;
- Life Assurance;
- Cycle Scheme (after probation and subject to satisfying NMW regulations)

**Sound like you?** We'd love to hear from you. Apply today and join a friendly team keeping our site safe and secure.