



# Application Pack

Ref: WA252

Security Beadle

Salary £32,524.97 per annum

Full time – Permanent  
[40 hours per week]

[Closing Date: 22 September 2023]

Westminster Abbey



# Contents

- [About Westminster Abbey](#)
- [Abbey Values](#)
- [Job description and Person Specification](#)
- [Working for us](#)
- [Equality statement](#)
- [Safeguarding](#)
- [How to apply](#)

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# About Westminster Abbey

Westminster Abbey is a major centre for Christian worship, a leading venue for tourism and a treasured part of Britain's heritage. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is the House of Kings, where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great men and women from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians. Westminster Abbey is a Royal Peculiar, and the Dean and Chapter of Westminster are directly responsible to the Sovereign.

## **The Dean and Chapter of Westminster defines our Mission in these terms:**

- To serve Almighty God by offering divine Worship daily and publicly;
- To serve the Sovereign by daily prayer and by a ready response to requests made by or on behalf of Her Majesty;
- To serve the nation by celebrating the distinctive witness of the Christian faith; by upholding the place of religious faith within national life; and by active engagement with Parliament, Whitehall and others in positions of public service;
- To serve all pilgrims and visitors to the Abbey, and to maintain a tradition of hospitality.

## **Our values**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey's work, for there are also many 'special' services and events throughout the year. Westminster Abbey currently employs around 300 staff in a variety of roles and an even larger number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.

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# Job Description

**JOB TITLE:** Security Beadle

**DEPARTMENT:** Security

**POST REPORTS TO:** Senior Beadle through Deputy Head of Security

**KEY RELATIONSHIPS:** The Dean and Chapter and all other Abbey staff, worshippers, tourists and members of the general public. External: The Police, security forces and emergency services when appropriate.

**JOB SUMMARY:** Working in a team usually with rotational shift partners to ensure the safety and security of the Abbey site for visitors, worshippers and residents on a 24-hour basis.

**BACKGROUND:** Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 300 employees and a greater number of volunteers.

## MAIN DUTIES AND RESPONSIBILITIES

1. To maintain the security of the Abbey and its precincts as well as the security of the staff, residents, visitors and worshippers. This entails specific security duties such as access control, foot patrolling, gate and barrier duty, locking/opening up, monitoring alarms and CCTV, searching visitors and premises, deterring retail theft, controlling parking arrangements in the Sanctuary and Dean's Yard and cash escort within the Abbey precincts. This is not an exhaustive list of tasks and Beadles may be required to attend to other security duties depending on the situation or as directed by senior security staff.
2. Assess incidents and summon emergency services when deemed necessary or where there is danger to persons or property. Provide liaison and assistance to any emergency responders.
3. Carry out general security surveillance, dealing with incidents and suspicious occurrences. Suspicious objects should be reported to emergency services and not touched.
4. Supervise the evacuation of the Abbey precincts in an emergency, or when the evacuation is being conducted by security management or the Receiver General, assisting as directed or pre-planned.
5. Comply with all Standing Orders concerning the safety and security of the Abbey site.
6. To monitor and control parking in Deans Yard in liaison with the Deputy Head of Security and Chief Beadle.
7. Monitor and (as directed) control those entering and leaving Deans Yard including the use of any barriers or signage required for both vehicular and pedestrian traffic.
8. Deliver letters and parcels to offices and precincts.
9. Perform flag duties as required.

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10. Maintain appropriate conduct and demeanour and be correctly dressed at all times. A Security Beadle uniform will be issued and is to be the standard form of work dress. Any variation to this is at the direction of the Head of Security.
  11. Carry out any other tasks as may be instructed by the Chief Beadle, or other Abbey Security Management.

**Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires an enhanced level criminal record check.**

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# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## **Essential**

### **Skills/Aptitudes/Knowledge:**

1. Guarding or similar related security qualification or suitable knowledge gained by security employment in a similar or relevant environment.
2. Excellent verbal and written communication skills – to be persuasive and firmly polite as necessary with other people.

Be able to:

3. Write clear security incident reports.
4. Respond to visitors' enquiries professionally, referring visitors to other staff where necessary.
5. Act decisively and intelligently in potentially difficult situations.
6. Control parking and prevent congestion.
7. Identify unusual or suspicious behaviour and take appropriate action.

### **Experience:**

- 8 Experience of providing a general public facing security service, as part of a shift system including working nights.

### **Personal Attributes:**

9. To be vigilant and fully aware of surroundings and occurrences in or around the Abbey.

### **Circumstances:**

Be able to:

10. Work alone at heights unsupervised.
11. Stand and walk for long periods, including being outside in all weathers.
12. Work night shifts and at weekends, evenings and bank holidays when required.

## **Desirable**

13. To have an interest in the Abbey and history of historic buildings.

*This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.*

**November 2022**

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# Working for us

## Employment Status

This post is permanent.

## Salary

The salary is £32,524.97 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

## Working Hours

These are 40 hours per week. The normal arrangement of working hours are Monday to Sunday on a rota basis including day and night shifts, however the postholder will be required to work the hours to suit the needs of the organisation.

## Annual Holidays

The full-time holiday entitlement is 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## Uniform

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

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# Equality Statement and How to apply

## Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment from the Abbey doctor.

## How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on 22 September 2023. Interviews are scheduled to take place on 13 October 2023 and shortlisted candidates will take part in an assessment that will involve a written task and a physical task, which is relevant to flag tower duties.**

*We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*