



Application Pack

Ref: WA312

Security Beadle (Security Officer)

Salary £32,524.97 per annum

Full-time Permanent

**An average of 40 hours per week
(including nights)**

Advert Date: 4 April 2024

Closing Date: Candidates will be contacted at the earliest opportunity for a pre-screening meeting with the employment agency (Recruitment Heroes)

Westminster Abbey



Contents

- About Westminster Abbey
- Job description and Person Specification
- Working for us
- Equality statement
- Safeguarding
- How to apply

About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. 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 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 women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

Our Values:

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

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

Job Description

JOB TITLE:	Security Beadle
ACCOUNTABLE TO:	Senior Beadle through Deputy Head of Security
DEPARTMENT:	Security
KEY RELATIONSHIPS:	Internal: 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.
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 around 300 employees and a similar number of volunteers.
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.

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 Senior Beadles.
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.

-
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 a Senior 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.

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. Well developed verbal and written communication skills – to be professional, helpful, persuasive and, when the need arises, firmly polite, with people.

Be able to:

3. Write clear security incident reports, which are concise and factual.
4. Respond to visitors' enquiries professionally, referring visitors to other staff where necessary.
5. Act decisively and intelligently in potentially difficult situations, escalating as appropriate.
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 as an essential requirement of the role.

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.

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 an average of 40 hours per week on a rota basis including day, night and weekend shifts, however the postholder will be required to work the hours to suit the needs of the organisation, which will require a flexible and adaptable approach. Ability to work across all shifts is an essential requirement of this role.

Night Shifts (essential for all staff)

The night shifts will include working two weeks of nights at a time. The first of these two weeks would be on a Monday, Tuesday, Saturday and Sunday night. The following week will involve working nights on the Wednesday, Thursday and Friday night. The postholder would then revert back to days for several weeks before the above pattern is repeated. The rota typically involves shifts on an 18-week rolling rota.

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.

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.

How to Apply

Before you apply, you will need to register your interest and take part in a pre-screening meeting with the employment agency (Employment Heroes) at: security@recruitment-heroes.com. You will be able to discuss the role and the agency will assess your suitability to apply, before providing you with an application form and equality monitoring form, for completion and return to Westminster Abbey at: applications@westminster-abbey.org.

Before you Apply

Before completing an application form, you are 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 (including a **full** career history of all employment, including month/year and detailing any gaps in the relevant section of the application form), 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 note that CVs **will not** be accepted and the pre-screening meeting is an essential part of the recruitment process for both internal and external applicants.

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.