

Sheffield City Trust

Person Specification



Job Title: Venue Security and Reception Officer

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY	
Work Experience	Experience of working in a reception or security role	E	Application form	
	Experience of working in an excellent Customer focused environment.	E	Application form & selection process	
	Experience of working in a demanding environment.	D	Selection process	
	Proven experience of using initiative.	E	Selection process	
	Ability to prioritise work loads	E	Selection process	
	Experience of working within a control room environment	D	Application form	
Knowledge	Understanding of Health & safety legislation and good practice.	E	Application form & Interview	
	Understanding of a diverse entertainment environment.	D	Selection process	
	Understanding of working with confidential information & GDPR	E	Selection process	
	Understanding of the importance of maintaining security.	E	Selection process	
	Appreciation of the current CT environment and alert status.	E	Selection process	
	Knowledge of Emergency protocols	E	Selection Process	
	Skills	Microsoft office skills, ability to be self-sufficient in terms of administration.	E	Application form & selection process
		SIA registered (Frontline door supervisor)	E	Application Form
SIA Registered (CCTV)		D	Application form	
ACT Awareness Training		D	Application Form	
ScAN trained		E	Application form	
First Aid at work		E	Application form	
Ability to communicate clearly both in writing and orally.		E	Application form & Selection process	
Ability to accurately update information systems efficiently.		E	Selection Process	
Flexible and adaptable approach to work and ability to prioritise		E	Selection Process	
Ability to work as part of a team and individually		E	Selection process	