



Job Vacancy Information Pack

Post: Security Guard

Job Reference: EX576 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Security at Yorkshire Wildlife Park

The security team plays a crucial role in ensuring the safety and protection of the employees, visitors, and company assets within all areas of YWP and The Hive.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims, we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.



Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means:

Email: recruitment@yorkshirewildlifepark.com

And if email is unavailable

Post: HR Department, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title: Security Guard
Reporting to: Security Supervisor
Department: Security

Primary Responsibilities

To work under the supervision of the Security Supervisor to maintain a safe and secure environment.

Key Work Objectives

- Responsible for safeguarding the premises, outdoor areas, equipment and animal enclosures.
- Maintain a safe working environment for staff and visitors, ensuring that safety regulations are enforced and responding to incident including fire evacuations.
- Control access by monitoring CCTV throughout the site including entry and exit points and ensuring only authorised individuals are allowed entry. Ensure that appropriate records are maintained.
- Conduct regular checks and address any vulnerabilities. Ensure that checks are conducted as required for equipment or systems such as alarms.
- Respond as appropriate the event of a security breach, accident, emergency or disturbance; liaising with external agencies as and when necessary.
- Ensure that appropriate documenting and reporting is completed.
- Provide customer service to staff, visitors and hotel guests, including assisting with directions and general information. Assist with event stewarding duties as and when required.

General

- Maintain high levels of professionalism, service and personal appearance.
- Undertake any other reasonable duties which may be requested of you by the management team.
- To be responsible, along with other staff members, for compliance with health and safety regulations for yourself, other staff and guests.



Job Specification

Job Title:	Security Guard (night shifts only)
Reporting to:	Security Supervisor
Working Hours:	Night shifts only. Typical shift start and finish times will be 17:00 - 06:00 or 18:00 - 07:00, but these may vary seasonally and flexibility will be required. Shifts will be worked on a 4 on 4 off basis over any 4 nights, including weekends and bank holidays.
Gross Hourly Rate:	£12.60
Contract duration:	Permanent (subject to the successful completion of probation period)
Purpose of role:	Ensuring the robust security of a large multi-faceted site, responding to security matters when required.

Main Duties & Responsibilities:

- Responsible for safeguarding the premises, outdoor areas, equipment and animal enclosures.
- Ensure a safe environment through diligent active patrol, strict monitoring and access control.
- Responding to emergency calls and incidents swiftly and appropriately.
- Maintaining the company's reputation with professionalism and legal compliance.
- Collaborate with other security guards for effective protection and coverage.
- Providing excellent customer service to staff, visitors, and hotel guests.

Candidate:

- Flexible with a positive 'can do' attitude.
- Good communication skills.
- Able to remain calm under pressure.
- Must be flexible and able to work a variable shift pattern including weekends and bank holidays.

Start Date: As soon as possible

Closing date for applications: Sunday 7th April 2024



Person Specification

JOB TITLE: SECURITY GUARD

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Previous security guard work	E
Working night shifts	E
Dealing with conflict situations	E
Skills/ Abilities	
Able to work independently and as part of a team	E
Competent Microsoft Office user	D
Ability to remain calm and professional during conflict situations	E
Knowledge	
Security industry	E
Hospitality industry operations	D
Qualifications	
SIA Security Guard or Door Supervisors Licence	D
Full UK driving licence	E
First Aid at Work Certificate	D