

Security Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Well presented and able to provide a good first impression of the Civic Centre
2. Ability to deal with difficult situations in a professional and calm manner
3. Interpersonal skills and customer focus. Providing excellent customer service standards to members of staff and public visitors.
4. Responsive to management requests and instructions
5. Capable of regular stooping, bending and lifting to deliver parcels throughout the building
6. Excellent IT skills and a good telephone manner
7. Ability to write clear incident reports
8. Full valid driving licence

Desirable

1. Aware of Services the City Council delivers.
2. Aware of security requirements and the ability to learn new practices
3. Good geographical knowledge of Newcastle

Do you share our values of **proud**, **fair**, and **ambitious**?