



Helpdesk Report: Head Porter

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Head Porter

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Head Porter.

2.1.1. Official earnings data

The data provided below is based on the Government’s latest Annual Survey of Hours and Earnings (ASHE), for November 2018. This survey, conducted by the Office for National Statistics, provides a snapshot of earnings each April and is based on a 1% sample of National Insurance numbers. ASHE is considered a reliable source of official earnings data.

The following table details the median and average UK gross annual pay for full time employees in the closest-matched occupational category. It also provides information on the annual percentage change which can be an indicator of labour market pressures.

Annual pay - Gross (£)¹ - For full-time employee jobs: United Kingdom, 2018

Description	Code	No. of jobs (000s)	Median £	Annual percentage change %	Average £	Annual percentage change %
Health and safety officers	3567	26	35,078	0.8	37,946	1.4

Source: Table 14.7a, ASHE 2018.

2.1.2. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role(s). It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

Health & Safety Manager, large organisation

	Range £pa	Typical £pa
East of England	£35,000-£45,000	£38,000

Source: Hay Salary and Recruiting Guide 2018.

2.1.3. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Health and Safety Security Managers in the NHS are typically employed on Band 7 and the current salary range is between £37,570 and £43,772 a year.

¹ Gross pay excludes bonuses but includes basic pay, shift premium payments, overtime pay, paid leave, maternity pay, sick pay and other pay.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1. Data and summary

Security Manager, private sector – advertised positions summary

Minimum		Maximum
Average	£37,667	39,333

Security Manager - job advertisements

Reference ID	Organisation	Job title	Min	Max	Hours	Location
RE02	May & Stephens	Security Manager	£45,000	£50,000	Full Time	West Midlands
IN330	G4S	Site Manager	£32,000	£32,000	Full Time	Kent
IN331	Ashridge Group	Security Manager	£36,000	£36,000	Full Time	Nottingham

3.2. Job advertisements

The following pages present the job advertisements for the above vacancies.

Security Manager

Posted 5 days ago by [May & Stephens](#)

Easy Apply

£45,000 - £50,000 per annum

[West Midlands](#), West Midlands (Region)

Permanent, full-time

My Client is a leading retailer who are seeking a security / Loss Prevention manager.

The security manager is responsible for ensuring the security of all corporate and retail locations including the implementation and overall control of the security function. Advising and training staff in all aspects of security and assessing the results of such training. The Security Manager is the key point of contact for internal and external stakeholders and must liaise regularly with The Police, Insurers, Local Trading Standards, Compliance, Operations, Financial Crime, Internal Audit, HR and Property.

Key Responsibilities:

In line with the objectives of the Security function the Security Manager will assist the Head of Audit & Compliance in helping the business identify, measure and manage security risks and incidents as effectively as possible;

- Conduct the highest quality reviews of internal security and risk management processes;
- Ensure the safety and security of staff at all times;
- Maintain a risk-based review programme / security risk universe;
- Maintain an accurate register of security measures at each location;
- Maintain relationships with a number of internal business stakeholders to understand the business;
- Liaise with Compliance, Financial Crime and Audit teams to ensure all risks are appropriately managed;
- Liaise with the Health and Safety manager to ensure security recommendations and measures comply with H&S policy;
- Attend the H&S committee and provide update on security issues;
- Support the preparation of Audit and Risk Committee papers and other reports as required;
- Attend Audit and Risk Committees as required;
- Ensure all security and fraud risks are notified to the Financial Crime team or MLRO for monitoring and reporting;
- Report any serious lapses of security immediately and manage the incident response where necessary;
- Carry out any investigations necessary and complete Incident Reports including what further action is required;
- Frequently review and check individual locations security equipment and systems;
- Liaise with alarm companies and suppliers of security systems to keep up to date with new innovations;
- Establish contact with local and national police services to establish relationships to improve action on any criminal activity at any of our locations;

- Own and update security policies and procedures whenever necessary; and
- Perform other duties as may be required.

ESSENTIAL REQUIREMENTS

Significant experience of operational security management across a retail or environment.

Strong knowledge of incident response, forensics and investigations processes.

Jewellery and/or retail experience is desirable.

Experience of liaison with Police for investigation and prevention of crime.

Detailed knowledge and understanding of UK laws including POCA, MLR, DPA, PACE etc.

Understanding risk identification and key risk controls.

Able to produce reports to board level.

Ability to interact with key stakeholders.

Excellent people manager with ability to develop teams.

Able to travel around UK.

Self-motivated, enthusiastic, energetic and has excellent collaboration and influencing skills in order to be able to demonstrate personal credibility to the business.

Able to influence and partner senior stakeholders to agree and drive actions to completion.

To hear more sent your CV TO Sam at May Stephens recruitment

Reference: 37574841



Site Manager

G4S (UK) ★★★★★ 10,593 reviews - Kent
£32,000 a year

[Apply On Company Site](#)



Location: Kent, United Kingdom

Salary: Up to £32,000

Posted: 29 Mar 2019

Business Unit: UK Secure Solutions

Contracted Hours: Full-time

Employee Status: Permanent

Job Introduction

G4S Secure Solutions UK&I are looking to recruit for the position of a Site Security Manager, with a proven record of management in the Sandwich area.

Reporting to the Account Director, you will be responsible for a large number of staff employed to provide 24/7 operational support to our customer's key locations.

Roles and Responsibilities:

Leadership – Reporting to the customer, you will undertake the day to day leadership of the teams responsible for customer sites within the region

Incident Response – Assumes the role of Incident Response Control Room Coordinator for Sandwich and UK Regional Teams, as required.

Business Resilience – Support and develop the Business Resilience Team. With the Business Resilience Group, assist with the development, planning and delivery of the training and exercise programme for WRD Sandwich.

Security – Assumes the duties of Site Security Associate SSA as detailed within the customer's minimum-security requirement

Loss Prevention – Manage the Loss Prevention Programme, inclusive of Fire Safety, Property, and Security. Liaise with outside agencies, as required.

The Ideal Candidate

Personal drive and enthusiasm to motivate/manage the Loss Prevention and Control Room Team.

Be flexible with the ability to learn new skills and technical knowledge

Excellent personnel and communications skills.

Good level of presentation skills essential

Relevant industry or sector experience is desirable.

Ability to demonstrate a high standard of customer service.

A good standard of verbal and written English communications.

Must be able to work flexible hours as required

Previous management experience is desirable.

Ability to maintain and develop relationships and be a confident people

Good IT skills and be confident in the use of all Microsoft Office applications.

The ability to communicate in both written and verbal form.

Can work under pressure.

Security Manager

Ashridge Group Ltd - Nottingham

£36,000 a year - Full-time, Permanent

Apply with Indeed



Ashridge Group Ltd

Do you want to work the 2018 Company of the year? A company that value and care for you?

Ashridge Group aim to be the employer of choice within the security industry. We do things a little differently to the big names. We actively care about protecting people, property and assets and we strongly believe our people are our biggest asset.

Isn't it about time you was valued for the great person you are?

Job Title: Security Manager

Rate of pay: £36k per annum

Hours: 45 hours per week

Start Date: ASAP

Duration: Full time, Permanent

Locations: Nottingham

We are looking for a Security Manager to join our team on an exciting new contract in Nottingham. The successful individual will assist the Operations Manager in leading and inspiring our front line team to achieve business resilience.

Your ability to coach and develop people to become highly effective security professionals will be critical to your success and that of the team. You will enjoy leading from the front and drive performance through your team.

We are looking for a natural leader with the ability to motivate and develop others as well as a commercial flair to reinforce our strong reputation.

We Offer:

- A fantastic working environment.
- Full and ongoing training with a view for career development.
- Full corporate company uniform and PPE provided [If Required]
- 20 days annual leave, plus 2 additional days [Paid] for charity
- Childcare Vouchers
- Company Mobile phone and Laptop provided

Requirements:

- 'Multi-site' management experience
- Effective communicator at all levels on the business
- Ability to work effectively and calmly under pressure
- Excel in prioritizing tasks efficiently
- Exemplary people management skills
- Excellent MS office suite skills
- Clear understanding of implementation of security management practice
- Demonstrable experience of practical incident management and health and safety.

Roles and Responsibilities:

- On call [Working rotation within the team]
- Ensure the security services team delivers an outstanding service that is focused on the experience of all at the corporate site.
- Effectively communicate on all levels with colleagues, clients and users, giving confidence in the capabilities of the security service team.
- Lead training and development programs that ensure the security services team is equipped to deliver professional and proactive solutions and customer service.

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- Manage all escalations received through to resolution to a high standard
 - Collaborate with lateral management peers to ensure the best service delivery.
 - Conducting 'out of hours' welfare visits to officers on site
 - Creating and providing detailed reports upon request
 - Develop and promote good internal relations in order to identify and implement continual improvements.
 - Develop and mentor security staff.
 - Ensuring all contractual (KPI) obligations are met

Job Types: Full-time, Permanent

Salary: £36,000.00 /year

Experience:

- Management or Supervisor: 1 year (Preferred)
- Security: 2 years (Preferred)