



Night Security Officer: Gladstone's Library

We are looking to recruit a Night Security Officer who will work from 8pm to 8am, ensuring our wonderful guests here at the Library feel welcome, comfortable and safe and that our beautiful Grade 1 listed building is taken care of.

About the Library:

Gladstone's Library is a unique institution. It is the UK's finest residential library, and a Grade 1 Listed building. We have 26 bedrooms, an on-site restaurant and a comfortable guest lounge. It is also the UK's only Prime Ministerial library and was built following a bequest from William Ewart Gladstone, Victorian statesman and four-times Prime Minister of Great Britain. The current building, raised in 1902 and designed by John Douglas, was funded by public subscription. The organisation is a self-sustaining registered charity. We host a lively programme of events which include talks, workshops, masterclasses and residential courses.

About the Role:

Key responsibilities of the role are:

- Handover evening and morning with reception team.
- Provide a reception service for all guests including a check-in service for any late-arriving guests.
- Carry out public area light cleaning and conference room set-ups
- Complete nightly fire and security walk-round and lock up
- Responsible for emergency and evacuation procedures (including being a Fire Marshal) and First Aid support
- Assist in maintenance checks, if required
- Help prepare the restaurant for the morning

About You. You will:

- Have experience of working in a hospitality/customer-focused environment
- Be presentable and personable
- Be a good communicator and self-motivated
- Be calm under pressure
- Have excellent customer service skills
- Show us that you can use your own initiative when required and problem solve
- Respect and support the liberal and inclusive values of the Library and reflect these in your everyday performance
- Be committed to learning and be supportive of your colleagues
- Have First aid/Fire Marshall experience.
- Have a good command of the English language,
- Be able to provide proof of identity, eligibility to work in UK and any relevant qualifications and details of 2 referees (one being your current/recent employer and one personal).

Things about the job you need to know!

- You will work 3 (usually consecutive) shifts over 7 days.
- Your shift pattern will be: 8pm-11pm and 7am-8am during which time you will work to a nightly task sheet to ensure that the Library is ready for the next day. From 11pm-7am: you will be on call in the building and a bedroom will be provided.
- Your holiday entitlement is 13 days. In addition, the Library closes for 2 weeks over Christmas and New Year. The holiday year runs from January-December. Bank holidays are normal working days.
- You will be paid £12.80 per hour for the hours 8pm-11pm and 7am-8am. You will be paid £50 per night for being on call from 11pm-7am.
- An optional pension scheme is available, and we can provide further information.
- There will be a 3-month probation period.
- Parking on site is sometimes available depending on how busy we are! There is parking in Hawarden village itself.

We are a friendly team – committed to a safe environment where colleagues can flourish and develop.

To apply:

Please send your CV together with a covering letter saying why you are just the person we are looking for to:

Mr. Sam Mantache, Operations Manager

Email: sam.mantache@gladlib.org

Make sure that you provide us with enough information to see how you fulfil the criteria. We look forward to hearing from you and good luck!

Application deadline: Friday 27th June 2025 at 10am. Interview dates to be arranged directly.

Start date: to be negotiated.