



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Assignment 1

Module code and name: LCLM4005_LON Employability and Career Development

Lecturer: Lizeta Demetriou

Submitted on:

Job Description

Title: Security Supervisor/ Co-ordinator

You will play a pivotal role in maintaining high standards of safety, security and service delivery across the university's sites.

Key responsibilities include:

- Carrying out regular site patrols, welfare checks, and stakeholder engagement
- Leading and supervising Security Officers and control room operations
- Ensuring the effective operation and maintenance of security systems such as CCTV, access control, and patrol monitoring
- Conducting investigations, producing accurate reports, viewing CCTV footage and preparing evidence when required

CV

Siraje Katende

| 1806780@student.uwtsd.ac.uk

PROFILE

A first year Business Management student with more than 25 years of experience in customer faced roles. A dedicated and committed individual with positive attitude and a solution oriented mindset, who is always striving for quality results.

KEY SKILLS

- Working as a team
- Attention to Detail
- Quick thinking and response to emergency
- -CCTV monitoring
- -Driver
- -Mobile Supervision experience
- -computer Skills.

WORK EXPERIENCE

Receptionist/Admin | Beaufort House, London

Sep 2025 to Present

- Working at Beaufort House Luxury serviced Apartments in Knights Bridge.
- Creating Travel Guides for Guests and
- Managing Online Bookings.

EDUCATION & QUALIFICATIONS

University of Wales Trinity Saint David - CertHE Business skills for the workplace Academic Skills - Problem solving

2026

ADDITIONAL INFORMATION

IT Skills

- CCTV Monitoring
- Health and Safety Protocols

INTERESTS

Football

REFERENCES

J K Shah | J K Shah Accountants Chartered Certified Accounts & Registered Auditors

J K BA(Hons) FCCA Shah | Chartered certified Accounts & Registered Auditors Doisten Dorb Apartments.

Cover Letter

Dear Hiring manager,

I am writing to express my interest in the Security Supervisor/Co-ordinator position. With a strong background in security operations, team supervision, and maintaining high standards of safety, I am confident in my ability to contribute effectively to your university's security team.

In my previous roles, I have been responsible for conducting regular patrols, carrying out welfare checks, and building positive relationships with stakeholders to ensure a safe and supportive environment. I have experience leading and supervising security personnel, ensuring that officers are well-coordinated, motivated, and aligned with operational procedures.

I am also highly experienced in the use and management of security systems, including CCTV, access control, and patrol monitoring technologies. I have a strong understanding of maintaining these systems to always ensure their effectiveness and reliability.

In addition, I have conducted incident investigations, reviewed CCTV footage, and produced clear, accurate reports. I am confident in preparing evidence and supporting any necessary follow-up actions with professionalism and attention to detail.

I take pride in maintaining a calm and proactive approach, particularly in high-pressure situations, and I am committed to upholding the safety and security of both people and property.

I would welcome the opportunity to bring my skills and experience to your team. Thank you for considering my application, and I look forward to the possibility of discussing my suitability for the role further.

Yours faithfully,

Siraje Katende