JOB DESCRIPTION

**POST TITLE:**  Security/Caretaking Team Leader

**GRADE:** Harmonised Salary Scale Point 16 (£19,095)

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

**DEPARTMENT:** Facilities

**RESPONSIBLE TO:**  Security/Caretaking Senior Supervisor

**RESPONSIBLE FOR:** The day to day operational leadership of the on shift pattern security, caretaking and car parking services across the College, ensuring an operational safe, secure, functional and welcoming environment for staff, students, visitors and stakeholders.

Assisting the Security/Caretaking Senior Supervisor on issues relating to security, caretaking and car parking, at all times; carrying out the duties and responsibilities of the post in compliance with the College’s Equal Opportunities and Health and Safety legislation

**PURPOSE OF THE POST**

1. Provide a proactive service to support all areas with a high profile and well balanced security/caretaking and car parking service.
2. Ensure a responsive service in a timely manner to support events and projects
3. Ensure high quality delivery of the security/caretaking services

# **DUTIES AND RESPONSIBILITIES**

1. Under the direction of Security/Caretaking Senior Supervisor deploy and lead the on shift security/caretaking and car park team, assisting in monitoring and review of the operational performance of these team across all college sites
2. Liaise with the Security/Caretaking Senior Supervisor regarding security and caretaking matters and other related issues including reporting any faults in the College fabric and furnishing..
3. Promoting and developing each area of the security and caretaking provision provided by the team, aspiring to achieve outstanding results in all areas of service delivery.
4. Test security alarms and equipment, fire safety/detection equipment and emergency lighting. Report all failures of equipment tested to the relevant person/s and recording the test findings in accordance with College procedures.
5. Maintaining the security of the premises and grounds along with the security and safety of students, staff, visitors and college property through the use of recognised security methods, techniques, equipment and available resource.
6. Liaise with outside agencies and if required attending court regarding security matters and other related issues.
7. Reporting serious incidents to the Security/Caretaking Senior Supervisor, in their absence a senior manager, if appropriate investigating such incidents and attending disciplinary hearings as and when required.
8. Ensuring the general appearance of the buildings and grounds are maintained in accordance with the required standards and liaising with the Estates helpdesk in relation to reports for repairs and maintenance to the College buildings, grounds, plant and equipment as appropriate.
9. Operational organisation of security and caretaking tasks including the preparation of all teaching accommodation in readiness for classes, setting up and clearing away event furniture, receiving and distributing deliveries of goods and equipment as required.
10. Ensuring adequate and appropriate staff cover for areas of responsibility is available to fulfil team duties and responsibilities, including being ‘on call’ for alarms and incidents out of normal working hours as and when required.
11. Be a member of the College First Aid Team and as such responding to First Aid incidents as a qualified First Aider, also a college Fire Warden and carrying out duties in accordance with the College fire procedures
12. Maintain the cleanliness of the college as a whole, removing litter, leaves and waste from drains, grids, flowerbeds, yards, lawns, hedges and other areas as required
13. Clear snow from around the college and grit when required
14. Periodically unblocking sinks, urinals, and toilets, in order that the safety and cleanliness of the premises are maintained, also maintain the lighting of the premises by way of replacing lamps, tubes and starters
15. Use electrically or mechanically powered machines for the maintenance of grounds, floors, walkways and other surfaces.
16. Porter parcels/delivered goods and messages relevant to the running of the College including driving College vehicles.
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18. Support and provide a backup service to your immediate supervisor in their absence.
19. Adhere to policies, procedures and working practices which are in place to cover routine department and College wide activities and ensure these are consistently applied and fully respected.
20. Being responsible for promoting ideas and suggestions to improve the work of the College’s Facilities Department and teams within that department
21. Undertaking training as required by the College in order to accommodate flexibility and development within the Facilities and College structure.
22. Carrying out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

# **GENERAL**

1. Take responsibility for own professional development and identify CPD for team members relevant to their job role, continually update as necessary and in line with legislation
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Apply the College’s own Safeguarding Policy and practices and attend training as required
4. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
5. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job role.
6. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the job role.

Person Specification

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| **Post:** | Security/Caretaking Team Leader | **Department:** | Facilities |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Security Supervisory or Team Leader qualification/certificate or willing to work towards | **E** | **I** |
| SIA – Security, Door Supervisor or Close protection qualification | **E** | **I** |
| First Aid at Work and Defibrillation qualification | **E** | **I** |
| **Experience:** |  |  |
| Two years security Management, Supervisory or Team Leader experience | **E** | **A/I** |
| Experience of integrating new team members into a team through training, support, guidance and mentoring | **D** | **A/I** |
| Operational deployment and performance monitoring of teams | **D** | **A/I** |
| Managing and investigating security incidents through process and procedure  | **E** | **I** |
| Interviewing process of others and presenting evidence findings | **D** | **A/I** |
| Developing team process and procedure in line with business need | **E** | **A/I** |
| Procuring and developing security technology systems cost effectively | **D** | **A/I** |
| Managing teams to set up large events to meet timescale | **D** | **A/I** |
| Maintaining appropriate staffing levels  | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Operation, testing and administration of security systems and technologies | **D** | **A** |
| Ability to work as part of a team yet retain supervisory respect | **E** | **A/I** |
| Skilled in prioritising own workload and that of others | **E** | **A/I** |
| Good communication, interpersonal and presentation skills | **D** | **A/I** |
| A customer-orientated approach to working | **E** | **A/I** |
| Ability to remain calm in stressful situations and occurrences | **E** | **A/I** |
| **Qualities:** |  |  |
| Ability to work under pressure | **E** | **A/I** |
| Willingness to undertake some travel in line with the needs of the role | **E** | **I** |
| Flexibility and adaptability in working patterns | **E** | **A/I** |
| Confidence to approach and talk to a wide variety of people  | **E** | **A/I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Have a valid full driving licence and vehicle with business insurance | **E** | **A/I** |
| Willingness to undertake travel in line with the needs of the role  | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview**

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| **Produced by:** | E. Hadley | **Date Produced:** | November 17 |