

Job Description

Role Title: Night Facilities Officer	Pay Grade: £24,960 – £27,016 pro rata
Normal Place of Work: Ashley Down	Line Manager: Ashley Down Independence Training Manager
Normal Working Hours: 40 hours per week – Sun, Mon, Tue, Wed, Thu 22:30 – 06:30 (38 weeks per year)	Responsible For:

Purpose of Role

- As a night facilities officer working waking nights, you will be expected to remain awake in case any of the students wake up in the night. Another staff member will be on-site sleeping, so you would never be on your own.
- Be responsible for ensuring the centre is locked. Monitor and maintain security of college assets and ensuring a safe and secure environment for all.
- Undertake a range of security, patrolling, first response maintenance and other service duties including, cleaning, litter removal, moving equipment and waste, recycling, responding to enquiries, monitoring student behaviour, first call for first aid assistance, reacting to alarms and front of house/customer service duties.

Principal Accountabilities

1. Carry out information hand-over sessions with the Independent Training Facility team.
2. Keep regular contact with the Night Facilities Officer at the Ashley Down Centre.
3. Patrol the Ashley Down Centre (internal and external), grounds and car park, reporting on incidents of acts of vandalism, checking validation of students, staff and visitors and monitoring student behaviour
4. Be the first point of contact for all Ashley Down Centre Students through the hours of 22:30 -06:30 and assist them with any issues they may have.
5. To alert the sleeping member of staff when required to give support to a student or deal with an incident.
6. Ensure the site is secure with no unauthorised visitors on site.
7. Ensure the security of the Ashley Down Centre site including alarm setting and key holding.
8. Receiving out of hours phone calls and triaging as necessary
9. Monitoring of the CCTV system

10. Carry out emergency systems testing as required and complete reports to meet legal requirements and report defects as appropriate.
11. Ensure the Ashley Down Centre is tidy and clear of rubbish, carry out emergency cleaning together with monitoring the cleanliness of communal areas, toilets and bathrooms and check/replace consumables as directed.
12. Provide first line maintenance for the Ashley Down Centre and complete written or electronic forms and reports as required.
13. Receive verbal or electronic instructions and take appropriate action
14. Be fully conversant with the college's emergency procedures and take action as necessary in the event of an incident
15. Identify hazards and potential hazards taking immediate action if required and reporting as appropriate.
16. Administer and be the first point of call for First Aid incidents as and when required.
17. Be health and safety aware at all times for yourself and others. Ensure you wear appropriate PPE, carry allocated safety equipment including radio and telecommunications devices, basic first aid equipment, high visibility clothing. Remaining responsible and accountable for equipment and security tools assigned to you.
18. Promote and safeguard the welfare of students for whom you are responsible and whom you come into contact with.
19. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College's sites.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Ashley Down Independent Living Training Facility Management Team	Undertake the 24 hour running of the independence training facilities and lead the multi disciplinary team of staff and ensure safe and positive environment for students and staff
Night Security officers at other centres	Maintain the security and safety of the building and the students/staff who reside. Being the first point of contact for students who wake up during the night.

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
A good general education to level 2, including English and Maths		✓
NVQ in Door supervision or equivalent		✓
Recognised First Aider or working towards.		✓
Level 2 in a post related subject or working towards.		✓
Health & Safety Qualification or working towards.		✓
Knowledge and Experience		
Experience of working within a security, facilities, portorage or caretaking role.		✓
Experience of working within a role involving communicating effectively with the public	✓	
Experience in working as part of a team		✓
Manual Handling skills	✓	
Good understanding of emergency systems and procedures		✓
Have worked in a role involving basic maintenance		✓

Knowledge of Health and Safety	✓	
Knowledge of Safeguarding		✓
Knowledge of the Prevent agenda		✓
Knowledge of emergency procedures		✓
Have experience working with facilities management software such as job requests/tickets, locking systems		✓
Experience working overnight	✓	
Skills and Abilities		
Ability to engage in positive interactions with vulnerable people	✓	
Excellent communication skills.	✓	
Be able to work cooperatively with colleagues as part of a team.	✓	
Be able to work alone.	✓	
Be able to make decisions whilst under pressure.	✓	
Reliable and flexible.	✓	
Polite and willing to help others.	✓	
Ability to keep calm under pressure.	✓	