

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

Closing date for receipt of applications: Wednesday 8 January 2025 at 12 noon

## Estates & Facilities

### Facilities & Security Assistant

37 hours per week, permanent position to commence as soon as possible

3 shift rota

	Early	Day	Late
<b>Monday</b>	6:30am – 3:00pm	8:00am – 4:30pm	12:30pm – 9:30pm
<b>Tuesday</b>	6:30am – 3:00pm	8:00am – 4:30pm	9:00am – 7:00pm
<b>Wednesday</b>	6:30am – 2:30pm	8:30am – 4:30pm	12:30pm – 9:30pm
<b>Thursday</b>	6:30am – 2:30pm	8:30am – 4:30pm	9:00am – 7:00pm
<b>Friday</b>	6:30am – 12:30pm	6:30am – 12:30pm	4:30pm – 5:30pm

Post No.: RS24/25/219

Salary: harmonised pay scale 12-14 (£23,146.49 - £23,463.56 per annum)

Responsible to: Estates & Facilities Manager

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: Providing an efficient and effective Facilities and Security service to internal and external customers across all sites.

Objective of the job: As above

Candidates for the post of **Facilities & Security Assistant**, must possess the following qualities:

	Essential	Desirable	Where identified
<b>Qualifications</b>	<p>A 3-day First Aid at Work certificate or willing to work towards within 6 months</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy (or willing to work towards within 2 years)</p> <p>Level 2 in Numeracy (or willing to work towards within 2 years)</p>	<p>IT qualification</p> <p>Level 2 Equality &amp; Diversity</p> <p>NVQ level 3 in Facilities Management</p> <p>PAT training or willing to work towards within 12 months</p>	<p>Application Form</p> <p>Certificates</p>
<b>Experience</b>	<p>Recent and relevant experience of working in a similar environment</p> <p>Experience of working with young people with diverse needs.</p>	<p>Experience of working with young adults, particularly those with behavioural issues</p> <p>Experience of key holder responsibility</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	Essential	Desirable	Where identified
<b>Knowledge and skills</b>	<p>Ability to manage workload and meet key deadlines</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to access CCTV cameras with knowledge of data protection act as appropriate (or be willing to undertake training within 1 month)</p> <p>To be a key holder</p> <p>To report and record incidents</p> <p>Sound judgement and decision-making skills, with a 'hands on', problem solving approach, able to remain calm under pressure and take control of incidents</p> <p>Enthusiastic and committed approach with a track record of building strong, trusted base relationships with colleagues and stakeholders at all levels</p>	<p>Knowledge of personal safety and security</p>	<p>Interview</p> <p>References</p>
<b>Personal qualities, attitude and behaviours</b>	<p>Reliable and trustworthy</p> <p>Excellent timekeeper</p> <p>Good attitude to work</p> <p>Flexible approach to work</p> <p>Presentable appearance</p> <p>Ability to work using own initiative and to work effectively as a team member.</p>		<p>Interview</p>

## Section A • Primary Responsibilities

### 1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

### 2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality

procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

### 3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

### 4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

### 5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

### 6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

### 7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

### 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Estates cover on a three-shift rota basis over five days including some evening and weekend working at any of the college sites at the discretion of the Estates and Facilities Manager.

- b) Attend college when required for emergency call outs in response to fire and intruder alarm calls.
- c) As key holder, opening, locking and securing the premises as part of your day/evening/weekend duties.
- d) Patrol all areas of the college campus responding, reporting and dealing with any security issues.
- e) Liaise with staff, students and customers of the college regarding vehicle and personal security.
- f) Providing assistance to any other member of the Estates team as requested.
- g) General external housekeeping and ground work.
- h) Maintenance requests working closely with the maintenance team.
- i) Removal of waste and recycling.
- j) Assist with Goods Inwards as and when required.
- k) PAT for internal and external assets as and when required.
- l) Assist contractors whilst on site and report back any issues.
- m) The post holder will act as a Trained Appointed Person. After successfully completing a training course the post holder will, as requested:
  - Assist with the first aid equipment held by the college
  - Be able to administer cardio-pulmonary resuscitation C.P.R.
  - Be able to administer first aid to an unconscious person
  - Be able to administer first aid to the wounded or bleeding
  - Call the emergency services as required
  - Undertake facilities duties as requested.
- n) To assist with CCTV surveillance as and when authorised by the Estates & Facilities Manager.
- o) To assist with Health and Safety duties as and when required.
- p) Assist with checking and monitoring staff and student ID cards as and when needed and instructed by the Estates & Facilities Manager
- q) Liaise with relevant staff on behavioural issues within the College
- r) Be a frontline ambassador on the goal of ensuring good behaviour is the 'norm' at College
- s) Required to wear and maintain a clean and tidy uniform, which includes College ID badge as provided by the College at all times whilst carrying out your role at any of the College sites.
- t) Required to be contactable at all times during your shift by College mobile (or other contactable mobile) which must be switched on and on your person at all times during your shift.
- u) If you are on the call out list for any of the College sites your college mobile (or other contactable mobile) must be switched on at all times and answered promptly if it rings. The only exception to this is when on annual leave, your college mobile (or other contactable mobile) can be switched off.
- v) Undertake regular training which reflects the role.
- w) Ensure confidentiality of information is maintained in relation to security information.
- x) Any other duties as required by Estates & Facilities Manager/Health and Safety Advisor / Estates Coordinator.



# Person Specification/Job Description

## Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: December 2024**