

## **STANMORE COLLEGE**

### **Site Maintenance and Security Officer (Various shifts including evenings and some weekends)** (36 hours per week, all year)

Stanmore College is a further education college in the London Borough of Harrow with an Ofsted rating of 'Good'. It delivers education and training programmes to young people and adults.

We are looking for a committed and enthusiastic person to complete site maintenance tasks to a high standard, pre planned maintenance, site and health & safety checks and to assist with general site maintenance duties.

To encourage and ensure on-site security and appropriate student conduct in line with the College rules and to assist with general site maintenance duties.

If you would like more information, or an application pack, please see our website: [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or e-mail [hr@stanmore.ac.uk](mailto:hr@stanmore.ac.uk)

Salary : Band E, points 13 – 16, £20,892 - £22,859 per annum

Closing date for applications is Tuesday, 21<sup>st</sup> May 2019  
Interviews will be held on Thursday, 6<sup>th</sup> June 2019

## **STANMORE COLLEGE**

**POST:** **Site Maintenance and Security Officer**  
**(Various shifts including evenings and some weekends)** (36 hours per week, all year)

**REPORTING TO:** **Head of Estates**

### **Purpose of the Job**

To complete site maintenance tasks to a high standard, pre planned maintenance, site and health & safety checks and to assist with general site maintenance duties.

To encourage and ensure on-site security and appropriate student conduct in line with the College rules.

### **Main Activities**

1. Responding to maintenance requests.
2. Completing maintenance tasks as requested
3. Monitoring student activity and conduct on the College site, intervening where necessary, to ensure that behaviour complies with the Code of Behaviour.
4. Covering security for breaks, A/L and sickness
5. Responding to incidents.
6. Patrolling the site, as required, focussing on main areas of student activity, entry and exit points and identifying intruders present and taking action as required.
7. clearing and securing buildings, key holder
8. Responding to requests from local residents (via the College or direct) to assist with student incidents
9. Assisting with keeping the College site clean and tidy at all times, including bin emptying and litter collection, where required .
10. Providing assistance and guidance to site visitors seeking directions or information.

Assisting Estates staff as required.

Taking responsibility for health and safety, safeguarding, equality & diversity, sustainability and data protection within the scope of the post.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Salary: Band E, £20,892 - £22,859 (full-time salary quoted)

Closing date for applications is Tuesday, 21<sup>st</sup> May 2019  
Interviews will be held on Thursday, 6<sup>th</sup> June 2019

**JOB TITLE:** Site Maintenance and Security Officer**DEPARTMENT:** PREMISES

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Level 2 qualification	Application form/certification
SIA Door Supervisor's or willingness to obtain	Application form/ certification
First Aid Certificate or willingness to obtain	Application form/ certification
<b>EXPERIENCE OF:</b>	
Recent experience of security work, preferably involving young people	Application form/ supporting statement/reference
Carrying out various maintenance tasks	Application form/ supporting statement/reference
<b>KNOWLEDGE OF:</b>	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Security routines	Supporting statement/ interview
Basic health and safety principles	Supporting statement/ interview
Site maintenance	Supporting statement/ interview
<b>SKILLS:</b>	
Communication skills, both verbal and written	Application form/ supporting statement/ interview
Good observational skills	Supporting statement/medical assessment
General maintenance skills	Supporting statement/ interview
<b>ABILITY TO:</b>	
Work on own initiative and without direct supervision	Supporting statement/ interview
Understand and carry out instructions	Supporting statement/ selection task/ interview
Work independently and as a member of a team	Supporting statement/ interview
Respond to the needs of others in an efficient and friendly manner	Supporting statement/ selection task/ interview
Act calmly and rationally if provoked	Supporting statement/ interview
<b>PERSONAL QUALITIES</b>	
Flexibility and adaptability	Interview
Reliability	Interview
Good Physical Health/resilience	Interview/medical assessment
Commitment to continuous personal development	Application form/ supporting statement/ interview
Willingness to travel to other sites	Supporting statement/interview

