

Job Description Site Access Supervisor – Kickstart Scheme

Line Manager:	Head of Estates & Facilities Manager
Contacts:	College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies
Hours:	25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£8.91 per hour
Annual Leave:	The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)
Pension:	NEST pension scheme
Staff Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

Duties and Responsibilities:

- The successful candidate will assist security staff, Duty Managers, Estates staff, the College Behaviour Lead and the Operations Director in their day to day duties with respect to site access and security.
- Duties may include, but are not limited to, controlling access to college car parks, checking student IDs, conducting college visitors through the security speed gates and to their destination, assisting security staff in any stop and search activities as required and monitoring student behaviour on site.
- There is potential for successful candidates to undertake a first aid certificate and assist with college first aid provision.
- Flexible working patterns may be required, with the potential for a late evening, involving locking up the college premises with a member of security or estates staff.
- The successful candidate will demonstrate the capacity to interact with members of the general public, parents, visitors, college staff and students with courtesy and professionalism.

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people