

## Job Description: Evening Security and Caretaker

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	Evening Security and Caretaker
<b>Service:</b>	Assets and Property
<b>Team:</b>	Facilities
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Facilities Team Leader
<b>Responsible for:</b>	
OUR ORGANISATIONAL VALUES	
<b>Collaboration</b> 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
<b>Wellbeing</b> 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<b>Trusted</b> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<b>Value for Money</b> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.
<b>Professionalism</b> 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

## PRINCIPAL PURPOSE OF THE ROLE

- To oversee the security and caretaking of the central offices complex, annexe building and Borough Hall.

## MAIN DUTIES AND ACCOUNTABILITIES

- To oversee the security and caretaking of the Offices, Civic Suite, Annexe Building and Borough Hall during an evening shift
- To apply the systems of operations laid down by the Manager to achieve a high standard of efficiency in:
  - Security
  - Customer Care
  - Fire Evacuation
  - Lift Evacuation
  - First Aid and Emergencies
  - Out-of-Hours Contacts
- To set up Civic rooms for evening meetings and clear rooms at the beginning and end of meetings.
- To remove the office refuse delivered by the cleaners from Reception each evening as required
- To visually oversee the cleaning staff in the absence of Cleaning Supervisor
- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.
- To liaise with the evening Receptionist on security and emergencies as laid down by the Manager of the Section.
- To assist with Borough Hall caretaking – liaise with Borough Hall, Front of House where necessary

## Health and Safety

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

## DIMENSIONS OF THE ROLE

- Lone working unless evening receptionist is on duty.

## AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Flexibility as service requires. Ability to use initiative. You will be trained to cope with emergencies. However, your line manager will always be contactable when required

## PLANNING/ORGANISING/CONTROLLING

- N/A

## CUSTOMERS AND CONTACTS

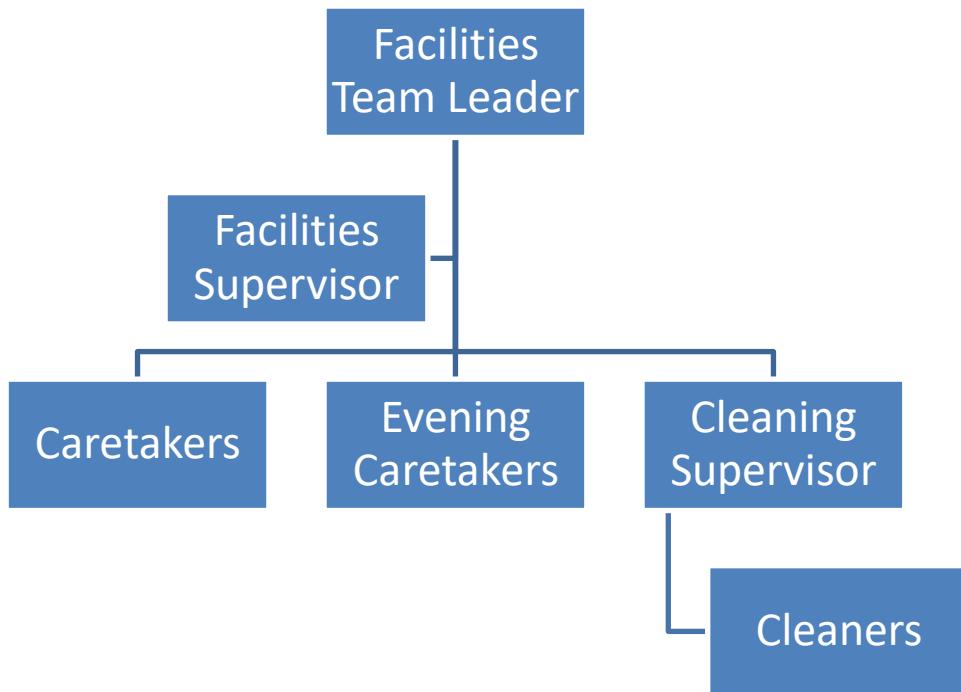
### INTERNAL

- Council Officers, Council Members, Evening Receptionists

### EXTERNAL

- General public

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

**Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.**

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>			First aid qualification	A/I
<b>KNOWLEDGE / TECHNICAL SKILLS</b>			Emergency evacuation  Lift evacuation  Experience in similar role  Lone working  Knowledge of Safeguarding	A/I
<b>COMMUNICATION</b>	Calm and effective in emergencies.	A/I		
<b>CUSTOMER SERVICE</b>	Understanding of and commitment to promoting equality and diversity in service delivery and employment.  Commitment to customer care	A/I		
<b>TEAM WORKING</b>	Ability to work in a team when required	A/I		
<b>MANAGING SELF AND OTHERS</b>	Ability to work unsupervised  Ability to use initiative.  Calm and effective in emergencies Confident in lone working situations.	A/I		

<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Ability to apply agreed systems of operation.	<b>A/I</b>		
<b>SPECIAL REQUIREMENTS</b>	Physical capability to undertake manual handling tasks and lone working.	<b>A/I</b>		

**How assessed**

A = Application CV/Personal Statement  
 C = Certificates/professional Registration  
 D = DBS police check  
 E = Exercise  
 I = Interview  
 M = Medical assessment

For Official Use only				
<b>Job title:</b>	Evening Security and Caretaker	<b>Post no:</b>	TAB5	
<b>Service:</b>	Assets and Property	<b>JE score:</b>	91	
<b>Team:</b>	Facilities	<b>Pay band:</b>	11	
<b>Location:</b>	The Bury's Godalming, Surrey GU7 1HR	<b>Position type:</b> (Part time evenings)	4 hours evenings mon to fri Split between staff.	
<b>Competencies: (level 1 – 4)</b>	Communication:	1		
	Customer Service:	1		
	Team Working:	1		
	Managing Self and Others:	1		
	Can do approach/Results	1		
<b>REVIEWED BY:</b>	<i>Peter Gregg</i>	<b>DATE:</b>	31/05/24	
<b>CHECKED IN:</b>	HR	<b>DATE:</b>		
<b>LAST UPDATED:</b>	June 2024	<b>DATE:</b>		