






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	
Job title:	Evening Security and Caretaker
Service:	Assets and Property
Team:	Facilities
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Facilities Team Leader
Responsible for:	
OUR ORGANISATIONAL VALUES	
Collaboration 	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.
Wellbeing 	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.
Trusted 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
Value for Money 	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.
Professionalism 	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
<ul style="list-style-type: none"> To oversee the security and caretaking of the central offices complex, annexe building and Borough Hall.
MAIN DUTIES AND ACCOUNTABILITIES
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <p>Health and Safety</p> <p>Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required</p>
DIMENSIONS OF THE ROLE
<ul style="list-style-type: none"> Lone working unless evening receptionist is on duty.
AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> N/A

CUSTOMERS AND CONTACTS

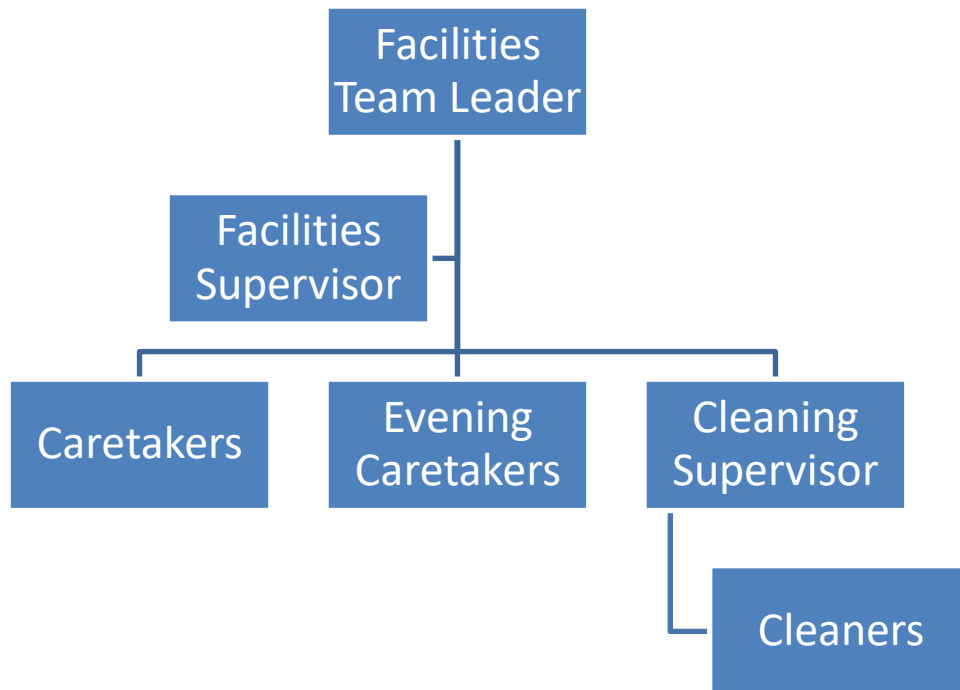
INTERNAL

- Council Officers, Council Members, Evening Receptionists Bulleted list item

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

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

How assessed

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

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