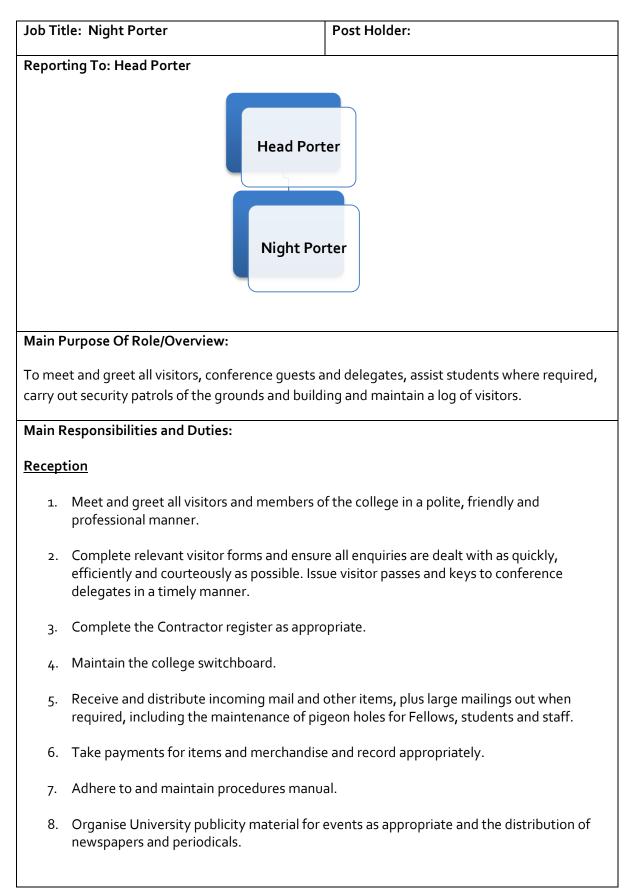


### JOB DESCRIPTION





- Assist in monthly meter readings at off-site houses in accordance with procedure. 9.
- 10. Assist with snow clearance (as needed) and ensure college grounds are made as safe as possible.
- 11. Record and monitor the system of storage in Oldham Hall and Warburton.
- 12. Assist with the interview process for potential new students, by way of welcoming them and guiding them through the day.
- 13. Setting up rooms for conferences and meetings.
- 14. Maintain the stock of College bicycles for loan.

### **Fire Safety and Security**

- 15. To operate and monitor the CCTV system as necessary.
- 16. To operate the security and fire alarm systems. Monitor the alarm, access control and CCTV systems and be fully conversant with the operation of fire panels and Chubb security system.
- 17. Assist with the fire safety checks in accordance with schedules or as required by management.
- 18. Regular patrols of the grounds, buildings, and car park. Deal with breaches of security promptly, reporting and logging such incidents and where necessary informing relevant authorities.
- 19. Incident reporting.
- 20. Deal effectively with lost and found property.
- 21. Control the issue and recording of door access cards and keys to authorised personnel.
- 22. Maintain a system of car parking permits for members of college and visitors, and management of car parking as appropriate. Maintain a written log of checks and carry out any further actions.
- 23. Maintain bicycle registration.
- 24. To be trained in First Aid and Fire Warden duties. Ensure all accidents and illnesses are dealt with promptly and appropriately and to inform Tutors when necessary. Ensure all accidents are recorded.
- 25. Work unsupervised at other sites operated by the College, as required.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the college.



### Significant Internal/External Relationships:

Students, Fellows, staff, alumni, conference delegates, contractors, guests, other Porters' Lodges, University security teams and members of the public.

Date Prepared :	Agreed By Manager :
By Whom :	Agreed By Post Holder :



# **Person Specification**

## **NIGHT PORTER**

	ESSENTIAL	DESIRABLE
Qualifications, Experience and Background	<ul> <li>Solid educational background</li> <li>Checkable work history</li> <li>Previous experience of working in customer facing role</li> <li>Basic DBS check</li> </ul>	<ul> <li>Experience of work in a similar environment at a College or reception</li> </ul>
Specific	Previous First Aid experience	First Aid Qualification
Knowledge/Skills (Technical)	<ul> <li>Fire training experience</li> <li>Good IT skills</li> <li>Working knowledge of security and safety issues</li> <li>Ability to complete basic reports</li> </ul>	• Fire Training Awareness Certificate
Personal Attributes	<ul> <li>Professional, helpful, friendly and of smart appearance</li> <li>Understand importance of excellent customer service and first impressions</li> <li>Good time management skills</li> <li>Professional and business-like approach, able to represent the college positively</li> <li>Thoroughness and attention to detail, common sense and adaptability</li> <li>Willingness to learn new skills</li> </ul>	Customer service training
Team And Management Skills	<ul> <li>Adaptable, able to work on own initiative as well as part of a team</li> <li>Strong interpersonal skills</li> <li>Friendly approach and high levels of customer service</li> <li>Willingness to work in a small team</li> <li>Be prepared to attend appropriate training courses</li> </ul>	
Other	<ul> <li>Flexible approach to working hours and tasks</li> </ul>	