

Evening & Weekend Site Supervisor

Team: Commercial

Reports to: Venues & Hire Manager

Location: Haywards Heath College

Job Purpose

- Take key holder/supervisory responsibilities during the shift patterns allocated being responsible for caretaking duties, general maintenance and security of the College buildings.
- Ensure safety of users, staff and equipment and cleanliness of the facilities at all times.
- Deal with customer enquiries and emergencies requiring first aid.
- Provide advice for the centre's activities to students, staff and public users.
- To manage and oversee commercial bookings utilising the college estate.

Key Responsibilities

- To lead with all set-ups on each shift including maintaining and dismantle equipment according to the schedules of activities taking place and to monitor that each area is used in the correct manner.
- Cleanliness of the facilities and associated areas and changing facilities.
- To assist the Commercial team in the development of any future projects that will improve and enhance the facilities at the College.
- To work with the Commercial team with the centres finances accounting/bookings for all income and expenditure.
- Oversee the implementation, development and review of operational policies and procedures, amending as and when required.
- To oversee all health and safety requirements related to the facilities e.g. to create and review risk assessment.
- To be a key holder. Opening and closing of the College at specified times. Site supervision to prevent trespass, unauthorised parking, and unsafe practices as far as possible.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work will be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Working within the leisure or theatre industry or relevant maintenance/building services environment	Essential	Application Form/ Interview/ Assessment
Working independently	Essential	
Working in an education environment	Desirable	
Knowledge		
Understanding the basics of facilities management, including maintenance schedules, cleaning protocols and emergency procedures/evacuation plans	Essential	Application Form/ Interview/ Assessment
Operation of theatre or music equipment	Desirable	
Health and safety	Desirable	
An understanding of safeguarding requirements	Desirable	
Qualifications		
Hold a Level 2 qualification	Essential	Application Form/ Certificates
First Aid Certificate or willingness to obtain	Essential	
Level 2 literacy and numeracy	Essential	
Performing Arts related qualification	Desirable	
Marketing qualification	Desirable	
Skills and Abilities		
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	Application Form/ Interview/ Assessment
Proven customer service skills	Essential	
Keyboard and ICT skills (including online website updates)	Essential	
Assertiveness	Essential	
Critical thinking and problem-solving skills	Essential	
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Attributes		
Friendly and helpful	Essential	Interview
Pro-active	Essential	
Organised with the ability to prioritise	Essential	
Attention to detail	Essential	
Able to work unsupervised	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Interview/Checks & Clearances
Evening and Weekend work is required	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: This is a 'bank' position meaning that we may offer you assignments which are available (although we are not required to do so) and if you wish, you may accept the work we offer (but similarly, you are not obliged to do so). There are no guaranteed minimum hours of work. Assignments will be agreed in advance with the Line Manager.

Salary range: An hourly rate is payable for each agreed hour. The hourly rate includes a basic hourly rate and pro rata holiday entitlement.

Basic:	£13.83
Holiday:	£2.21
Total:	£16.04

Holiday entitlement: Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.

Termination: This contract will be automatically terminated if you have not undertaken any Assignments in a twelve month period. Alternatively, the notice period to be given by you or by the Corporation is one week.