

Job Title: Night Security **Location: Medway**
Responsible to: Team Leader, Pier Rd Project
Salary: £6.75 per hour

JOB DESCRIPTION

OVERALL PURPOSE OF THE JOB: To maintain and protect the safety and security of the Pier Rd project. To control access to the premises and provide concierge duties where required.

MAIN DUTIES AND RESPONSIBILITIES

To provide a visible presence through overnight cover to the service, in particular to maintain safety and security of the building and its grounds.
To liaise with the organisation's on-call service in the event of emergencies and keep related records as directed
To liaise with the police and other agencies to report and/or prevent damage to the premises and keep related records as directed
To supervise entry and exit of the building and grounds in respect of safety and security
To maintain full and accurate event logs and records whilst on shift, ensuring clear and concise communications between all employees at handover.
To monitor the CCTV and undertake patrols of the building and grounds at regular intervals.
To carry out cleaning duties of the communal areas and prepare vacant rooms as instructed
To undertake minor repairs e.g. changing light bulbs in communal areas as directed by supervisor
To participate in risk assessment and risk management, in order to ensure the safety and security of clients, staff, visitors, contractors, premises and equipment.
To adhere to the postholder's own responsibilities to health and safety in the work place, and to colleagues, clients and the general public.

GENERAL

- 12) To have full regard of the full range of Medway Cyrenians' policies and procedures and uphold the organisation's reputation, aims and values in all aspects of service delivery.
- 13) To promote the pathways model of support that is integral to Medway Cyrenians success with clients and which contributes to a reduction in repeat homelessness in the local area.
- 14) To co-operate with Medway Cyrenians' staff induction, on-going training and supervision programmes.
- 15) To participate constructively and support all colleagues, including sessional workers, volunteers and work placements, such that the overall work of the team is fully maximised.
- 16) To perform any other duties as required by senior managers in accordance with terms and conditions of employment.

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED (A I E)*
Qualifications & Experience	Basic level numeracy and literacy No experience required	GSCE O Levels in Maths and English or equivalent Experience of working in a social housing or care setting	A, E
Skills and Aptitudes	A broad understanding and acceptance of homelessness issues and Medway Cyrenians' goals and objectives A clear understanding of confidentiality Ability to act calmly and with initiative when faced with an incident Self-managing and able to work alone without direct supervision Adaptability in respect of their approach to a wide variety of client profiles and situations Ability to work flexibly, including weekends and public holidays	Basic computer literacy	A,I
Equality & Diversity	A demonstrable understanding of what equal opportunities means		A
Health & Safety	A demonstrable understanding of health and safety requirements in a supported housing setting		A E
Other	Assertiveness Tolerance Team player Non-judgemental Accepting of personal responsibility for own actions		A

A = Application I = Interview E = Exercise

GUIDANCE NOTES FOR APPLICANTS

It is important that you read these notes before completing the application form.

When completing the form ensure that:

- You type or write in black ink
- You complete all sections on the application and do not substitute it with a CV, either wholly or in part. **WE NEVER ACCEPT CV'S AS SUBSTITUTES FOR THIS APPLICATION FORM**
- You enter the title of the post you are applying for
- You do not submit more than one continuation sheet
- Your application is submitted in good time before the closing date

Please note that:

- The equal opportunities form will be detached before short-listing
- Decisions on short-listing are based on how closely candidates meet the person specification. It is important that you read the job description and person specification carefully before completing your application, ensuring that you illustrate clearly how you meet the essential requirements.
- All information provided on your application will be treated confidentially
- It is not our policy to write to candidates who are not short listed. If you do not hear from us within two weeks of the closing date, you should assume that you have not been successful on this occasion

EQUAL OPPORTUNITIES

Please note that this page will be detached before short-listing.

Medway Cyrenians recognises that some groups in the community have been disadvantaged in their pursuit of employment. We also recognise the benefits to the delivery of our services of having a diverse workforce.

We monitor job applications to see if our policies are effective in providing equality of access. You asked to help us in this by answering the questions below. Please place a X in the appropriate sections

Name:

Position applied for:

GENDER

Male	Female
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ETHNIC ORIGIN

Which of the following best describes your ethnic origin? (These categories are based on the 2001 census)

Asian/Asian British: Indian	Black or Black British: Caribbean
Asian/Asian British: Pakistani	Black or Black British: African
Asian/Asian British: Bangladeshi	Black or Black British: Black or Black British Other
Asian: Other	Chinese
Mixed: White & Black African	White: British
Mixed: White & Black Caribbean	White: Irish
Mixed: White & Asian	White: Other
Mixed: Asian	Other
	Please specify

DISABILITY

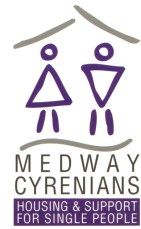
The Disability Discrimination Act (1996) describes disability as a "physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities". Do you consider yourself to have a disability under this definition?

YES / NO If Yes please give details, also tell us your access needs for interview and if there are any adjustments or equipment that will assist you to work in the post.
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SICKNESS ABSENCE

Please state number of days sickness absence in last three years and reasons

Please state number of occasions of sickness absence in last three years



JOB APPLICATION FORM

IMPORTANT: Please read the guidance notes for applicants before completing this form. Please complete in black ink.

Post applied for:
Ref Number:

Where did you see this job advertised?
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1 - APPLICANTS DETAILS

Initials:	Title:	
Surname:		
National Insurance Number:		
Address:		
E-Mail Address:		
Telephone(Home)	(Work)	(Mobile)
May we telephone you at work?		

Are you available for the proposed interview date(s)?
If employed, what is the current notice period you are required to give?

Do you have a current driving licence?
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2 - Relationships with Board members or Staff

Do you require a work permit?

If yes, give details:

Are you related or have a close relationship with any employee, occasional worker, contractor or Board Member of the charity?

Yes No

If yes, please give details

Have you been employed by this Company previously?

Yes No

If yes give details

3 - EDUCATION/QUALIFICATIONS & TRAINING

Please include all relevant professional or other academic qualifications obtained, and any relevant training course attended. If you are short-listed for interview, we will ask to see evidence of your academic achievements.

QUALIFICATIONS AND TRAINING	DATE OBTAINED AND WHERE ATTENDED

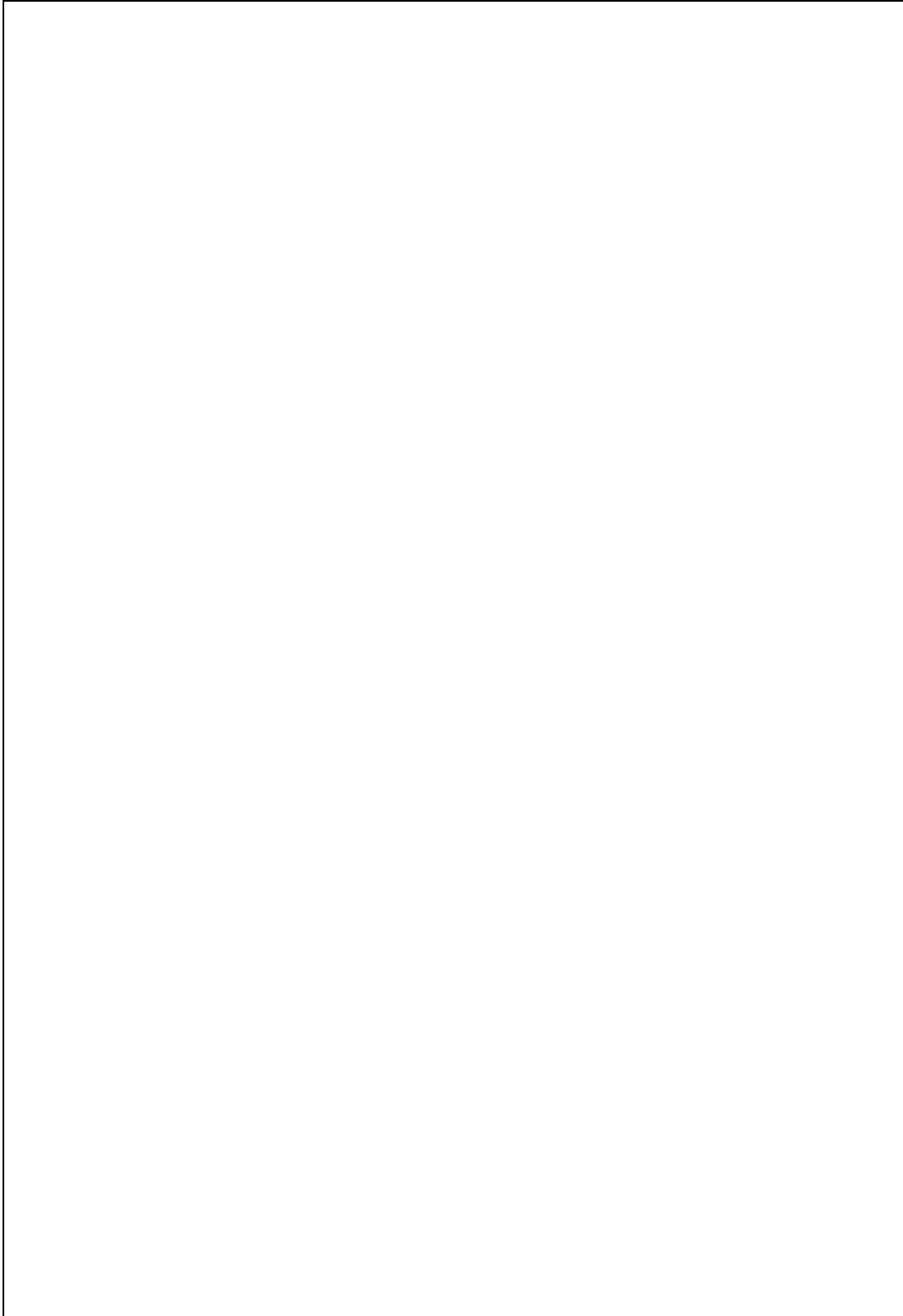
WORK EXPERIENCE

Paid or Voluntary – Please complete, starting with the most recent experience first, continuing on a separate sheet if necessary ensuring that you list all your work experience for the last 10 years, or more if you feel pertinent to the vacancy

FROM – TO	COMPANY NAME	POSITION HELD / DUTIES PERFORMED	SALARY	REASON FOR LEAVING

EXPERIENCE AND SKILLS

Before completing this section read the enclosed person specification and guidance notes attached at the end of this document. Please demonstrate how you meet the person specification, by giving relevant details of your experience, skills and knowledge gained through work and voluntary work or elsewhere. Use one extra sheet of paper if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their experience and skills. The box is currently blank.

CRIMINAL CONVICTIONS OR CAUTIONS

These relate to any convictions or cautions that are not excluded by the Rehabilitation of Offenders Act 1974. Please note, some convictions are never considered "spent" under the Act. The disclosure of a criminal record may not prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and other relevant factors will be considered.

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

If yes, please give details / dates of offence(s) and sentence

REFERENCES

Please give details of **two** people (other than members of your family) to whom we may apply for references. **These referees must be able to comment on your ability to meet the demands of the job for which you are applying** - your first referee should be your current employer or most recent line manager, and we would prefer that your second referee knows you in a professional capacity wherever possible.

REFERENCE 1 (CURRENT OR MOST RECENT EMPLOYER)

REFERENCE 2

NAME

NAME

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POSITION

POSITION

--	--

COMPANY

COMPANY

--	--

ADDRESS

ADDRESS

--	--

POSTCODE

POSTCODE

PHONE NUMBER

PHONE NUMBER

--	--

E MAIL ADDRESS

E MAIL ADDRESS

--	--

IN WHAT CAPACITY DO YOU KNOW THIS REFEREE?

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MAY WE TAKE UP REFERENCES BEFORE AN OFFER OF EMPLOYMENT HAS BEEN MADE?

Reference 1 :

Reference 2 :

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We reserve the right to approach any of your previous employers for a reference.
All posts at Medway Cyrenians are subject to enhanced Criminal Records Bureau checks.

DATA PROTECTION ACT 1988

The personal information submitted with this application form and in any accompanying documents will be used for the purpose of appointing to the job applied for and to monitor the effectiveness of the selection process. The information provided by you will also be subject to verification.

DECLARATION

**I consent to the personal data submitted with this job application being used for the purpose described.
I declare that the information provided on this application form is true and accurate. I understand that false information may lead to termination of employment or withdrawal of a job offer.**

Signature:	Date:
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Please return your application to

headoffice@medwaycyrenians.org.uk

or post to

Medway Cyrenians
7 The Courtyard
Holding Street
Rainham
Kent
ME87HE

