



Chaucer College Canterbury

CHAUCER COLLEGE CANTERBURY

University Road, Canterbury, Kent CT2 7LJ - Tel No: 01227 787800 - Shumei Eiko Ltd

APPLICATION FORM

Job Title	Duty Security Porter
Closing Date	6 February 2012

Personal Details	
Surname.....	(Mr/Mrs/Miss/Ms)
Other names.....	
Home Address.....	
.....	
Post Code	Tel. No

Do you have your own transport? YES / NO

Health
Do you have an existing condition that we need to be aware of? YES/NO (Answering "Yes" will not preclude you from employment; every application is considered on its own merits)
If answered YES please give brief explanation

Prevention of illegal working
Do you require a work permit to work in the UK? YES/NO
Do you have permission from the UK Border agency to take up employment if appointed to this post? YES/NO

Education

Dates are optional. Chaucer College does not discriminate in any way on grounds of age. However, the successful candidate will be required to give details of his/her date of birth for payroll purposes.

From	To	School(s)	Examinations taken/grades obtained

Tertiary / further education

From	To	Place:	Courses, degrees, diplomas (with grades)

Membership of professional bodies / positions held:

Dates	Details

Employment History

Present Employer	Date Started	Position Held	Reason for seeking other employment

What is your notice period?

Brief outline of responsibilities:

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Previous Employment**All periods of employment must be accounted for.**

Please identify reasons for gaps in employment and continue on a separate sheet if necessary.

From	To	Employer's name and address	Position held	Reason for leaving

Have you ever been dismissed for reasons other than redundancy? YES / NO

In support of your application outline how your skills and experience match those of job description and person specification. Please continue on a separate sheet if necessary.

Application Form Addendum

The post you are applying for requires a 10 year checkable work history, therefore please supply contact details for all employers to cover this period including the relevant dates.

Employer	
Address	
Post Code	
Dates: from to	
Contact Name:	
Job Title	
Telephone No	
Employer	
Address	
Post Code	
Dates: from to	
Contact Name:	
Job Title	
Telephone No	
Employer	
Address	
Post Code	
Dates: from to	
Contact Name:	
Job Title	
Telephone No	
Employer	
Address	
Post Code	
Dates: from to	
Contact Name:	
Job Title	
Telephone No	

Please use a continuation sheet if necessary.

References

Please give details of two persons, **one of whom must be your present or most recent employer**, from whom confidential references may be obtained. Referees will only be approached when a job offer has been made and accepted.

Name	Name
Job Title	Job Title
Address	
Post Code	Post Code
Telephone No	Telephone No

Have you ever been convicted of any criminal offence? YES / NO

Under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been convicted of an offence. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974

Answering 'yes' does not necessarily ban you from employment; every application is considered on its own merits.

Any offer of employment will be subject to references satisfactory to the Company and a Disclosure from the Criminal Records Bureau where appropriate. Please confirm your agreement to these checks being carried out. A refusal could prevent further consideration of your application.

Signed _____ Date _____

I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal of any offer of appointment.

I understand that if my application is unsuccessful this application form may be held on file for a maximum of 12 months. I understand that if I have sent this application form via email it will automatically be deemed that I have signed the declaration statements.

Signed _____ Date _____

Please return your application to

Personnel Office
Chaucer College
University Road
Canterbury
Kent CT2 7LJ

email: recruitment@chaucercollege.co.uk

July 2010



Chaucer College Canterbury

Job Description

Job Title: Duty Security Porter

Hours: 4 x 12 hour shifts, 4 days on and 4 days off, alternating days and nights average 42 hours pw

Location: Chaucer College Canterbury but may be required to assist at other locations

Line Manager: Head Porter

Salary: £8.1609/hour

Main purpose of job: To provide security and assistance to students, campus residents and staff in conjunction with the team manning the Porters Lodge offering 24 hour /365 day cover.

Key Tasks:

1. CCTV Monitoring

- a. Monitor CCTV for all college sites
 - i. Carry out safety observations
 - ii. Investigate suspicious behaviour or persons
 - iii. Review retrospective CCTV footage following an incident

2. Record Keeping

- a. Log all occurrences for college sites in online DOB
 - i. Update log with further information as obtained ie follow up action
- b. complete weekly fire alarm testing records
- c. update staff vehicles register
- d. complete incident reports as necessary
- e. log monthly meter readings, water, gas, electricity

3. Communication

- a. Answer telephone calls
- b. Greet visitors
 - i. complete visitors log, inc contractors (issue information sheets)

4. Cash Handling

- a. Issue students and staff with change
- b. Sell student phone cards and meal tickets
- c. Void lost ID cards, issue a temporary replacement and collect fee
- d. Issue replacement keys and collect fee
- e. Be responsible for cash float and its reconciliation

5. Alarm Monitoring

- a. Fire
 - i. Investigate point of alarm
 - ii. Ensure building evacuated
 - iii. Attempt to extinguish fire if safe to do so
 - iv. If no fire found, contact fire brigade to stand down

- v. If fault, investigate and remedy as appropriate
 - b. Intruder Alarm
 - i. Activation
 - 1. Investigate CCTV
 - 2. Attend site or contact appropriate person
 - ii. Set and deactivate on lock up and open up
 - c. CO2 Alarm
 - i. Receive notification activated, attend and deal with as necessary:
 - d. Panic Alarm
 - i. Attend immediately
 - e. Boiler Alarm
 - i. Inform maintenance department
 - f. Door alarms on external doors
 - i. attend and investigate
- 6. Access Control system**
 - a. Issue access tokens and update records as required
 - b. Monitor system
 - c. Issue reports as necessary
- 7. Key handling**
 - a. issue and receipt of keys
 - b. keep record of daily use
 - c. issue replacements as necessary
 - d. re-order keys as necessary
 - e. follow up non returns
- 8. Shift Hand over**
 - a. Brief next shift on DOB and expected activities
 - b. Inform of staff/student issues
- 9. Deliveries**
 - a. take in mail delivery
 - i. sort and deliver to Admin and pigeon hole student mail
 - b. parcels
 - i. accept small parcels
 - ii. direct larger items and bulk deliveries to correct dept.
- 10. First Aid**
 - a. Maintain qualified First Aider status
 - b. Offer First Aid assistance as and when required
 - c. Record accidents in the Accident Book
- 11. Other Duties**
 - a. Issue Student sports equipment
 - b. Attend cashing up of Coin operated machines on campus
 - c. Act as search co-ordinator for missing High School students
 - d. Offer minor maintenance services for mainly out of hours issues

This position is subject to an Enhanced Criminal Records Bureau search.

Person Specification:

	Essential	Desirable
Knowledge & Experience	Good basic all round IT skills	Previous experience of a similar role
	Health & Safety awareness	
Skills & Abilities	Clean driving licence	
	Clean and smart appearance. Uniform provided	
	Ability to work unsupervised	
	Ability to handle emergencies in a competent manner	
	Pleasant and polite personality	
	Ability to work as part of a team	
	Ability to adapt communication style to suit situation and audience	
	Sound judgement and problem solving skills	
	Flexible and adaptable approach	
	Fully checkable 10 year work history	
Qualifications	Qualified First Aider or willing to train	

October 2011