



Job Title - *Security Maintenance Operative*

Responsible to: Hall Manager

Department: Security Maintenance

Location: Leeds

Personal Attributes:

Essential

Good Communication skills
Honesty and Reliability
Flexible Approach
Team Player

Desirable

Maintenance Skills
Computer literate
Diligence

Qualifications: GCSE (or equivalent) English grade E or above.

Other Qualities: Good communication skills, ability to work independently and as part of larger team. Smart appearance.

Overall Purpose: Provision of a safe and secure environment and excellent customer service

Key Duties/Responsibilities

- Monitor and provide twenty four hour Site Security, with completion of twelve hour shifts.
- Adhere to all Security Procedures and systems
- Provide support and assistance to other members of the Hall team
- Build and maintain relationships with University Pastoral Care Staff and their representatives to ensure high service standards.
- Provide a helpful, courteous and friendly approach to all residents, both current and prospective.
- Carry out repairs and maintenance duties in a productive manner and to a high standard, when necessary liaise with sub contractors enabling repairs to be carried out quickly and efficiently
- Assist in the general administration duties of the site as directed.
- Assist in maintaining the cleanliness of the site and property to a high standard
- Ensure all relevant Health & Safety regulations are complied with
- Any other tasks as deemed necessary