

Student Staff Job Description

Job Title: Security Assistant

Responsible to: Venues Duty Managers

Outline of Post: You will be required to work at various Guild nights and other Guild events and carry out all duties in a courteous, but when required, assertive manner. At all times you will provide an excellent standard of customer service.

Full training will be given however, if you do already have SIA training, please state this on your application.

Hours: Regular Wednesday and Saturdays up to 4am shifts. Other shifts include Monday to Saturday 8pm to midnight. Irregular late shifts at various points during the term. Maximum of 16 hours per week in term- time. You will need to be available to work Welcome Week 2022 and will also be expected to work 2 out of every 4 club night shifts.

Duties and Responsibilities:

1. To carry out all duties courteous and when required assertive, manner. At all times full regards must take of the Guilds policies including Equality & Diversity and Zero Tolerance.
2. To assist in enforcing fire regulations and operate the evacuation procedure when the fire alarm sounds.
3. To protect the fabrics and fittings of the Guild.
4. To observe and work within licensing regulations and all Guild policies.
5. To observe Guild Health & Safety procedures. You have a responsibility to work safely at all times and to report any potential hazards, faults or problems to a Senior Assistant or Duty Manager.
6. To attend work looking clean, smart and wearing the uniform and any protective clothing provided.

7. To attend and complete compulsory training as required.
8. To maintain a flexible approach to working duties.
9. To carry out other duties which naturally fall within the reasonable expectations of the post.



Person Specification

The person specification describes the knowledge, experience & abilities that the Guild is looking for in the student staff we employ. To be successful, during the selection process (application form & interview) you should demonstrate:

- To provide high standard of customer care at all times, providing a helpful and friendly service in order to maximise the customer experience.
- To assist Venues staff in providing a safe social space for Guild members.
- To observe Guild Health and Safety procedures.
- Ensure there is good conduct by Guild members.
- Ensure the Guild operation is legally compliant to relevant legislation.
- Flexible, committed and punctual.
- Able to balance academic work with your responsibility to the Guild as your employer throughout the academic year.
- Able to stay calm and friendly under pressure in a busy environment.
- Keen to contribute to the success of Guild events.