**Role Profile**

**ROLE TITLE: Night Security Worker**

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| **REPORTS TO:** Service Lead | **ROLE BAND:** 3 |
| **DIRECTORATE:** Housing | **NO OF DIRECT REPORTS:** N/A |
| **DBS REQUIRED:** Yes | **LEVEL OF DBS:** Enhanced |
| **QUALICATIONS REQUIRED:** N/A |

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| **PRIMARY PURPOSE OF THE ROLE:** |
| The Night Security Worker will work across a defined geographical area delivering a high quality service to Nacro Housing residents and will be responsible for managing the safety and security of the building and those within it. |

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| **KEY RESPONSIBILITES:** |
| * Act as an initial point of reference for Nacro service users, visitors and external agencies while on duty.
* Implement night security systems, ensuring overall safety and security of the housing service and respond to faults as discovered.
* Patrol the geographical location to maximise the safety and security of the building and service users.
* Monitor access to the services and visitors and log and report incidents and antisocial behaviour.
* Monitor CCTV systems throughout your shift.
* Conduct relevant Health and Safety checks and pre void checks
* Meet the requirements of health and safety policies and practices.
* Support and encourage young people to be a ‘good neighbour’ by promptly addressing any noise, visitor, ASB issues inline with Nacros visitor policy and, where necessary, liaising with local policing and ASB teams.
* Liaise with other agencies or professionals as required.
* Escalate incidents to on call services where needed.
* Maintain written records e.g. incidents, handover, support or risk plans.
* Report any maintenance issues e.g. emergency repairs/ pre void work
* Conduct cleaning regimes as required including pre void cleaning
* To be aware of and apply personal safety procedures at all times
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| **ORGANISATIONAL PERFORMANCE AND COMPLIANCE** |
| * Ensure that all the required health & safety checks are undertaken in person, taking any necessary remedial action.
* Ensure that you maintain up to date records via relevant and appropriate systems within specified timeframes and produce reports as required.
* Positively promote and represent Nacro at all times, building strong relationships with colleagues to work as part of an integrated team focused on meeting the needs of services users/learners.
* Adhere to Nacro’s Safeguarding and data policies and procedures at all times and comply with legislation and statutory duties and data controls protocols and ensure that you understand and deliver your responsibilities.
* Promote and carry out all responsibilities with full regard to Nacro’s Equality and Diversity Policy.
* Keep up to date with relevant regulatory requirements of the sector and ensure that service delivery meets these requirements, including engaging in audits and inspections as required.

**Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.** |

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| **Line Manager/Head of Dept:** |  |
| **HR Business Partner:** |  |
| **Date:** |  |
| **Profile review date:** |  |