

Job Description for Day Marshall

Job Title:

Day Marshall

Job Description:

The Day Marshall reports to the Centre Manager and Language School Manager. He/she is responsible for the safe running of the campus during the day. One of the main roles will be to patrol the campus, ensuring that students are either in their classes, or their activity sessions, and reporting back to the Centre Manager and Language School Manager any discrepancies. The Day Marshall will come in to contact with staff, students and members of the public on a regular basis and is expected to be courteous and helpful at all times.

Duties:

- To ensure the security, safety and well-being of the College, its members and bona fide visitors, and to protect property of the College, members and visitors against damage or theft
- To ensure that students are either in their classes, or their activity sessions, and report back to the Centre Manager and Language School Manager any discrepancies
- To report all incidents affecting the security, safety or integrity of the college, its members and visitors promptly and in full, both in writing and verbally, to the Centre Manager and Language School Manager, or other staff responsible for security or to the Police as appropriate
- To maintain good relations at all times with staff, students and visitors to the College
- To patrol College premises during the day, visiting ALL Boarding Houses and other important areas as stipulated by Line Manager & monitor and respond to alarm equipment
- To record daily in log book any untoward incidents that may have occurred during tour of duty

Rate of pay: £300.00 per week inclusive of holiday pay

Hours: Monday/Tuesday/Wednesday/Friday, 0800 – 2000

Dates: SUMMER: Friday 6th July – Tuesday 21st August 2012
(there will be a day towards the end of June that we would like staff to attend for some basic first-aid/fire marshall training, although this will be communicated to you)

Contract Includes: full-board & residential accommodation