

## **Job Description for Night Marshall**

### Job Title:

Night Marshall

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The Night Marshall reports to the Centre Manager and Language School Manager. He/she is responsible for the safe running of the campus overnight. They are also responsible for the boarding houses overnight. The Night 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 monitor and respond to alarm equipment and make such patrols of College premises and grounds
- 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 night duty, visiting ALL Boarding Houses and other important areas as stipulated by Line Manager
- To record nightly 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: 4 nights per week, 2000 – 0800 overnight shift. Shifts will be in conjunction with the Clifton College Night Security Guard

Dates: SUMMER: Friday 6<sup>th</sup> July – Tuesday 21<sup>st</sup> 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)