

## WEEKEND DUTY MANAGER

Rydal Penrhos School is seeking to appoint a Weekend Duty Manager to be responsible for the safety and security of the school at weekends, and to act as a first point of contact for customers.

### Key Duties

- To welcome weekend groups and visitors to Rydal Penrhos and to respond to any on-site customer queries
- To perform lock and unlock duties including alarming relevant buildings and responding to alarm activations
- Be responsible for the welcoming of commercial clients and facility bookings, giving access to relevant properties / parts of the site, and securing on departure
- To be visible across the site, monitor all persons on site and ensure they have a right to be present
- Report and monitor Health & Safety issues, maintain effective records and ensure a safe working practice is adhered to, identifying risks and hazards and reporting to the Estates Manager along with reporting any repairs and maintenance required.
- To undertake minor maintenance or repairs as required on a day-to-day basis, and to set up or put away furniture / fixtures and fittings to facilitate the operation of the School, Commercial clients and facility bookings
- Respond to any emergency appropriately, liaising with the Senior Manager on Duty if necessary
- To open and close the swimming pool, and undertake required safety checks before visitors arrive, including carrying out water tests at the appropriate frequency during its use

### Experience / Knowledge

- Be familiar with Safeguarding requirements to safeguard and protect the welfare of children, young people, and vulnerable adults
- Be aware of and comply with Health & Safety legislation and other School requirements relevant to the post
- Previous experience of Duty Management or similar in an environment involving face to face customer contact
- Be knowledgeable and experienced in general security roles, responsibilities, patrols, and types of incidents
- Previous practical experience in a relevant security related field is desirable
- Be aware of Health and Safety issues in relation to security matters

### Qualifications

- Essential: Full UK Driving licence
- Desirable: First Aid at Work qualification

The successful candidate will be confident with a friendly and professional approach to problem solving, ensuring that customers have access to the correct areas of the campus. Excellent customer service skills are essential, and previous work experience of working in a customer focused role is desirable but not essential.

Information about the school can be found on our website: [www.rydalpenrhos.com](http://www.rydalpenrhos.com)

Completed applications should be emailed to the HR Department: [HR@rydalpenrhos.com](mailto:HR@rydalpenrhos.com)

Rydal Penrhos School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment. The successful applicant will be appointed subject to an Enhanced DBS with Barred List check, satisfactory references and a Social Media check.

The closing date for applications is 21 February 2025. Interviews will be held at the beginning of March.

*Rydal Penrhos School is an equal opportunities employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.*