

## ROLE DESCRIPTION

<b>ROLE TITLE:</b>	Meet and Greeter
<b>REPORTING TO:</b>	Finance Manager
<b>LOCATION:</b>	Franklin College, Grimsby
<b>APPOINTMENT TYPE:</b>	Cross College Staff, 1 x Part Time Staff Monday – Thursday – 12.00 – 16.30 (18 hours per week)
<b>DATE:</b>	September 2021

### ROLE PURPOSE:

At Franklin we take pride in the atmosphere of our college. We are looking to recruit a part time Meet and Greeter to work across our site to promote the positive culture among our Students.

The role combines welcoming students as they enter the College and move around the college facilities whilst ensuring they're safe through the delivery of an upbeat and engaging attitude which should be adaptable depending on the individual students.

The post holder will display the college values at our students at all times to ensure positive behaviour and engagement.

### MAIN DUTIES AND RESPONSIBILITIES

1. To assist in the delivery of a calm, safe and secure College environment as a member of the Reception Team.
2. To assist in ensuring that the College meets its obligations to students and their families with regard to: Health & Safety, Safeguarding, child protection and meeting its obligations under the *Prevent* duty.
3. Monitor and supervise student behaviour across the campus and the immediate surrounding area, promoting a positive college ethos at all times.
4. Meet and greet students throughout the day, primarily at the main entrance point or zone entrance to ensure students feel welcome and valued in college, setting a positive tone for the day.
5. Work to support the wider College Wellbeing Team to promote wellbeing within the student population as directed.
6. Check all staff, students and visitors are displaying their ID badges at all times.

7. Take accurate notes of unusual occurrences and report in detail any suspicious incidents.
8. Take immediate suitable action when incidents of misbehaviour occur on site.
9. Undertake main entrance patrols to manage and monitor the College's No Smoking Policy to ensure compliance with college policies and provide a safe environment.
10. Ensure that the student Code of Conduct is complied with, and to support the College's student management procedures.

#### **GENERAL TASKS**

1. Contribute positively to College quality standards by evaluating own and others performance and developing action plans for service improvement.
2. Maintain a good knowledge of the site, relate to students, staff and site users and match knowledge and action to needs.
4. Encourage students, staff and site users by example to hold high personal standards of behaviour and respect for College property and the College environment.
6. Comply with College Welfare, Health and Safety requirements and give a lead in safe, efficient and effective working practices.
8. The post holder will contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm
9. The post holder will ensure that in their work they ensure that by their actions they are not placing the College in breach of its statutory obligations under the *Prevent* duty, and adhere to the College's *Prevent* strategy.
10. Work to promote and contribute to the College's Equality, Diversity and Inclusion (EDI) policies and practices.
11. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College, and to ensure the continuing development of systems and service.
12. Such other tasks directed by the Principal as may be necessary commensurate with the nature and level of responsibility of the post.

<p><b>Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile</b></p> <p><b>P = Practical exercise</b></p> <p>*The selection criterion is for guidance only and alternative methods may be used to assist the selection process</p>	<p><b>Essential or Desirable</b></p>	<p><b>Method of Candidate Assessment *</b> A, I, T or P</p>
1. Good general education, including at least GCSE grade C (or equivalent) in English and maths.	D	A
2. Good and effective communication.	E	A,I
3. Good organisational and administrative skills.	D	A,I
4. The ability to respond calmly and decisively to a range of people management situations.	E	A,I
5. The ability to engage effectively with students.	D	A,I
6. A thorough understanding of the College values and how to promote these values to students.	E	I
7. Highly tuned procedural and systems development skills.	D	A,I
8. Close attention to detail combined with the ability to work accurately even when under pressure.	D	A,I
9. A commitment to student success.	E	I
10. A commitment to equal opportunities and diversity.	E	I
11. A responsive and flexible attitude to changing needs and demands.	E	I
12. Self-motivated with a high level of personal initiative.	E	I

13. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	A, I
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GRADE OF POST: Sixth Form College Support Staff Pay Spine full time equivalent salary of point 1 to point 2 (currently £17,246 - £17,907 per annum).

HOURS OF WORK 1 Part Time role, term time only

Monday – Thursday - 12.00 – 16.30 (18 hours per week)

FTE 0.4143 (£7,197 - £7,473)