**JOB DESCRIPTION**

**Title**: Premises Supervisor **Salary**: Minimum wage (yearly national increments)

**Reports to:** Centre Manager **Hours of Work**: 0 hours contract

**Based at:** Inspire Suffolk, Lindbergh Road, Ipswich, IP3 9QX

**Key objectives of role**:

1. To take pride and support the smooth running of the Inspire Suffolk Lindbergh Road site during non-office hours. Weekday evenings and weekends.
2. To take personal responsibility for the understanding and application of the Inspire Suffolk Values.
3. To take personal responsibility for own Health, Safety and Welfare and that of colleagues in the workplace.
4. To take personal responsibility for seeking value for money opportunities to get service right first time.
5. To understand and use measures to enable continuous improvement.

**Main responsibilities:**

To be responsible for:

* Opening and closing the premises in line with bookings and requirements.
* Alarm activating/de-activating and ensuring all doors and windows are secured.
* Ensuring the physical safety of the building and its users during shift.
* Maintaining services to the building (e.g. replacing light bulbs, changing door locks, unblocking sinks/toilets).
* Ensure fire exit doors are kept clear at all times.
* Removing and Setting up sports equipment, event equipment and classroom equipment where needed.
* Emptying bins where needed around the facilities (both internally and externally).
* Lead and Assist in the set up for Inspire internal and external events i.e. Staging, PA system, Tables and chairs.
* Litter pick around the site.
* Building rapport with customers and colleagues, providing an excellent customer experience is a high priority focus.

**Person-profile:**

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| **Selection Criteria:**  A = Application Form I = Interview D = Desktop or other practical exercises | Essential or  Desirable | Assessment Method  (A, I, D) |
| **Experience** | | |
| * The ability to maintain good working relationships with a wide range of people. | **E** | **A, I** |
| * The ability to work on own initiative, with the minimum of supervision, within a busy environment. | **E** | **A, I** |
| * Effective time management skills, including the ability to prioritise and manage a varied workload. | **E** | **A, I** |
| * Keen interest in sport | **D** | **A, I** |
| * Experience of setting up for events | **D** | **A, I** |
| **Qualifications:** | | |
| * Enhanced DBS Certificate (this is essential as part of the role and can be undertaken if the postholder does not already have a DBS Certificate). | **E** | **A, I** |
| * First Aid trained | **D** | **A, I** |
| * Fire Marshall Trained | **D** | **A, I** |
| **Skills:** | | |
| * Enthusiasm, stamina and willingness to work unsociable hours when necessary. | **E** | **A, I, D** |
| * Physically fit. | **E** | **A, I** |