



Job title:	Academy Security & Reception Operative
Employer:	Cardiff City Football Club
Location:	Cardiff City Academy - Llanrumney
Contract:	Part Time, Permanent
Salary:	£12,584 - £13,728 dependant on qualifications and experience.
Hours of Work:	22 hours per week across shift pattern, including evening work & one weekend shift
Department:	Academy
Reporting to:	Academy Operations Manager

Job purpose

The Security and Reception Operative is responsible, through the Academy Operations Manager, for a wide range of duties and responsibilities connected with the security and maintenance of the Cardiff City FC Academy Training Centre.

Main duties

- Attend to the opening and closing of the site at designated times and be responsible for all general security matters during work hours.
- Ensure only authorised personnel enter Cardiff City areas and perform regular security patrols.
- Meet and attend to all contractors visiting or working on site ensuring the contractor control logbook is completed on reception.
- Receive deliveries and ensure vehicles and personnel are adequately supervised.
- Identify potential security risks and respond to emergencies and incidents promptly.
- Perform Fire Marshall duties as required when on site to support staff.
- Aid players, staff, visitors, and contractors in a courteous and professional manner.
- Work with training ground staff to ensure all lights and air conditioning/heating systems are turned off at the end of each working day.
- Maintain security of field-based training sessions ensuring only authorised personnel enter Cardiff City training areas.
- Provide security & reception cover on all home match days at Academy .
- Report defects in buildings, furniture, and fittings to the Academy Operations Manager.
- Moving and set up of furniture and resources, as and when required.
- Note and report any matters affecting the health and safety of persons on the site.
- Regularly check the condition of fire equipment and fire alarms and ensure emergency exits are not obstructed.

- Report any deficiencies in the contract cleaning service to the Academy Operations Manager.
- Keep the paths, access points and entrances to Cardiff City areas clean and free from rubbish, moss, snow, and ice.
- Where agreed, perform specified cleaning duties as determined by the Academy Operations Manager.
- Disposal of waste into appropriate recycling bins/skips as required and monitor the waste disposal contract.
- Assist with clean-up of any spillages, bursts, floods, and leakages and conduct emergency cleaning in critical areas (e.g., toilets) as needed.
- Be conversant with the Health and Safety policies relevant to the post including those relating to manual handling, working from height, control of legionella and fire safety.
- Organising and logging information regarding water management, pest control, waste management and energy usage.

General

- Undertake other reasonable duties as requested by the Academy Operations Manager.
- Take responsibility for your own health, safety, and welfare, ensuring compliance with Cardiff City Football Club's Health and Safety Policy, Safeguarding procedures, and safe systems of work.
- Take responsibility for the protection of personal data and confidential information, ensuring compliance with General Data Protection Regulations and Cardiff City Football Clubs Data Protection Policy.
- To undertake all reasonable training, learning and development activity designed to support you in your role.
- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Cardiff City Football Club's Equal Opportunities Policy.

Person Specification

	Essential	Desirable
Qualifications	FA Safeguarding children certificate Enhanced Level DBS clearance First Aid Certificate Manual handling qualification.	Health and Safety Qualification
Experience	- Previous experience in a similar role.	- Previous experience working as a caretaker in a school environment.

		- Previous experience working in a sporting environment.
Knowledge	- A good understanding of health and safety regulations in the workplace.	
Skills	<ul style="list-style-type: none"> - IT literate with the ability use basic Microsoft Office programs to maintain logs and databases. - Effective communication skills. 	- Self-awareness and reflective skills as part of a professional development process
Attitude	<ul style="list-style-type: none"> - A proactive hands-on approach to facilities management. - Ability to work under pressure, be flexible and react to different scenarios. 	

Equality Statement

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

How to apply

If you are interested in this position, please complete a club application form along with a CV and send to our HR Department via email at advert@myjobvacancies.co.uk stating "**Academy Security Reception Operative**" as the subject.

The closing date for receipt of completed application forms is **5pm on Monday 13th November 2023**.

As we are anticipating many applications for this role, please note only shortlisted applicants will be contacted.