

COPELAND PARK & BUSSEY BUILDING

Job Description - CP Gate Staff

Date:	February 2023
Job title:	CP Gate Staff
Reporting to:	Site Supervisor, and ultimately the Facilities Manager
Salary:	Currently £11.05 per hour
Working times & Holidays:	24-35 hours per week, on a part time shift pattern with the flexibility to work additional hours
Start/End Date:	March - August 2023 (6 month fixed term)
Location:	Copeland Park, Peckham SE15 3SN

Objective:	<p>Copeland Park has established itself as the cultural heart of Peckham. The site is made up of around 150 commercial tenants that occupy multiple different buildings from warehouses, derelict houses, retail premises and a large 5 storey Victorian industrial building.</p> <p>The role of the CP Gate Staff is to provide a positive welcome for all clients and tenants who visit Copeland Park, to control site access from the gate hut and play a key role in the day to day operation of the premises.</p>
Key Responsibilities:	<ul style="list-style-type: none">● Safely manage access and egress of pedestrians and vehicle movements at the Copeland Road entrance gate.● Contribute to efficient directing of delivery drivers, tenants clients and other service providers to the correct areas of the site● Accept car parking payments and carry out simple accounting of cash and card payments● Monitoring of CCTV systems on the site and escalate security concerns with staff or the police when necessary● Carry out the locking and unlocking of the various buildings, fire exits and gates as directed.● Play an active role in responding to emergencies in and out of hours when on shift.● Liaise with contracted security staff on site when necessary● Report incidents to the Site Supervisor and update/ maintain records when required

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	<ul style="list-style-type: none"> ● Report to management any tenants found breaching the Estate Regulations ● Respond appropriately to urgent gate hut Mobile phone calls for lift faults and/ or escalate communications from tenants to other CP staff. ● Monitor the gate hut email inbox for updates in regards to Site movements, contracted works and planned commercial events ● Monitor the Copeland Park Site Works and the Event Operations calendar to contribute to the smooth operation of access and egress from the duration of events. ● Carry out other designated tasks, including checking lighting, fire door safety check and drainage pumps inspections
<p>Key relationships</p>	<ul style="list-style-type: none"> ● Site Supervisor (Line manager) ● Facilities Manager ● Venue Manager ● Tenants of the site, their customers, delivery drivers and regular CP contracted teams
<p>Person specification and Key Skills:</p>	<ul style="list-style-type: none"> ● Experience in a front facing working environment ● Excellent communication skills ● Excellent interpersonal skill and the ability to work well in a small team ● Good attention to detail ● Experience in a similar role ● Good computer literacy and experience with Google Suites ● Fluent in English ● Previous experience with CCTV software and monitoring of CCTV systems. ● SIA licence holder for door supervision and CCTV operator (desirable)