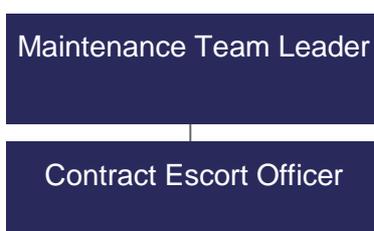


JOB DESCRIPTION

Position Title	Contract Escort Officer	Department	Maintenance
Generic Job Title	Contract Escort Officer	Segment	Sodexo Justice Services
Team Band	Unbanded	Location	Maintenance
Reports to	Maintenance Team Leader	Office / Unit name	HMP Addiewell

ORGANISATION STRUCTURE



Job Purpose

- *Be the first point of contact for assigned contractors and ensure all statutory management systems are in place prior to any work commencing*
- *Manage the safety the area work is being undertaken within.*
- *Raise Electronic Permits*
- *Ensure the contractors follow the agreed and approved safe systems of work and method statements in line with their Permit to Work.*
- *Escort and manage the contractors vehicles, tools and ensure correct PPE is worn at all times*
- *Ensure a thorough handover is given once the work has been completed*
- *Report any problems or concerns, potential breaches of security or health and safety hazards to the duty manager immediately*
- *Undertake duties as required which contribute to the effective operation of the prison*
- *To work in accordance with all Sodexo policies and procedures*

Accountabilities or “what you have to do”

- Ensure all tasks undertaken by contractors are done so in line with the agreed procedures
- Escort all contractors in accordance with procedures

Hours

- 40 hours per week. Evenings and weekends may apply if work requires to be undertaken outside of core business hours.

Dimensions

Financial	
Other	

Skills, Knowledge and Experience

Essential

- Good organisational skills
- Basic computer skills

Desirable

- Experience of working within a secure environment.

Version	V1	Date	30/05/19
Document owner			