

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

Maintenance Team Leader

Contract Escort Officer

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.

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Document owner			