



<b>Job Title</b>	Build Accreditation Assistant
<b>Supervisor</b>	TBC
<b>Point of Contact</b>	<b>Milli Pidwell (Event Planner) : 07818 530456</b> <b>Alice Sercombe (Event Planner – Staffing): 07825 587130</b>
<b>Where to report to</b>	Please report to the Build Accreditation Office in Car Park D.

<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• There are a number of H&amp;S documents we require from each Contractor which will be checked by our independent Health and Safety contractor (E&amp;EP) before they are allowed to start works on site. Your role is to ensure only those who have been approved to start works on site get inducted and given site access.</li> <li>• Carry out thorough checks of all contractors and sub-contractors in according to the established procedures and policies outlined in your briefing pack, in order to determine if site access is permitted</li> <li>• Confidently challenge, and deny access if necessary, to any contractors who have not been authorised to start works on site.</li> <li>• Ensure that the Build Accreditation Office is manned at all times and the telephone is answered promptly</li> <li>• Check that the area is clean, tidy and fit for service at all times</li> <li>• Answer any general enquiries posed by visitors, contractors and staff</li> <li>• Report any unauthorised or troublesome guests to the on-site Security Team immediately</li> <li>• Assist the Health &amp; Safety supervisor with any other reasonable tasks assigned to you</li> </ul>
<b>Hours of Work</b>	The office is open from the 3 <sup>rd</sup> June through to the 19 <sup>th</sup> July. Hours worked will vary depending on availability. This will be discussed and agreed in advance before the publication of an office rota.
<b>What to Wear</b>	You will be provided with two grey Goodwood polo shirts and these should be worn with plain black trousers/jeans and comfortable footwear.  Excellent dress, hygiene and grooming are a vital and key part of our philosophy. Make up should be natural and nails should be clean with no nail varnish. Good personal and oral hygiene is essential at all times. Chewing gum and smoking whilst on duty is not permitted.
<b>Breaks</b>	You are required to take a one-hour unpaid lunch break per day.
<b>Pay Date</b>	We pay all our motorsport event casuals a month in arrears. Therefore, hours worked 1 <sup>st</sup> – 30 <sup>th</sup> June will be paid on Wednesday 31 <sup>st</sup> July 2019. Hours worked 1 <sup>st</sup> – 31 <sup>st</sup> July will be paid on Friday 30 <sup>th</sup> August.
<b>Pay Rate</b>	You will be paid on an hourly basis at the event casual rate, which from April 2019 is £7.70 per hour for those aged 18-24 and £8.21 per hour for those aged 25 and over. An additional 12.07% holiday accrual is added on top (totalling £8.63 and £9.20 respectively). Hours worked prior to the 1 <sup>st</sup> of April 2019 will be paid at the previous event casual rate, regardless of age, of £7.38 per hour (£8.78 including holiday).
<b>Additional Information</b>	You will be required to attend a staff briefing ahead of the office opening. The date and time for this will be discussed and agreed in advance. During this meeting the Event Planner will fully brief you on all site access rules and requirements and talk you through the briefing pack.  Due to our rural location, having your own reliable transport is essential. There is no public bus route servicing the event site.