

Department and Post Details

Department Name:	Facilities (Estates)												
Post Details:	Facilities Assistant – Permanent – Full Time / Full Year We are seeking to appoint a facilities assistant to assist in the operation of our high quality and efficient facilities service at our site in Stockport. Opportunity for Team Leader Progression: there is potential for a suitable candidate to be appointed directly as Facilities Team Leader. If you wish to be considered for the Team Leader role, please explicitly state this in your application and address the Team Leader Person Specification in your supporting statement. Start Date: ASAP Shift Pattern: Post holder will be required to work Monday – Friday on a rolling shift pattern with the occasional opportunity for paid overtime in evenings and at weekends. The standard working hours are as follows with 7-7.5 hour standard shifts within these times. <table><tr><td></td><td>Term Time</td><td>Out of Term</td></tr><tr><td>Monday & Tuesday</td><td>07:30-21:30</td><td>08:00-16:00</td></tr><tr><td>Wednesday & Thursday</td><td>07:30-18:30</td><td>08:00-16:00</td></tr><tr><td>Friday</td><td>07:30-18:00</td><td>08:00-16.00</td></tr></table>		Term Time	Out of Term	Monday & Tuesday	07:30-21:30	08:00-16:00	Wednesday & Thursday	07:30-18:30	08:00-16:00	Friday	07:30-18:00	08:00-16.00
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Staffing Structure:	The team currently consists of: Head of Facilities Assistant Facilities & Compliance Manager Facilities Assistants Day Janitor												
Services Provided:	We have two modern buildings on site with a total floor space of 16,000m2. The Estate consists of a sports hall (2000) of 1,530m2, the main building (2010) of 14,419m2, and the Romero building (2025) of 1,142m2. We also have extensive outdoor spaces including modern MUGA pitches. Aquinas has over 2500 full time 16-19 year old students with approximately 120 full time equivalent (FTE) teaching staff and 60 FTE support staff. We perform most of the maintenance tasks of our estate within the department, although some tasks are contracted to appropriate professionals.												

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	Reporting to the Facilities Management Team, you will be responsible for undertaking routine repairs, general maintenance duties and portering around the college site. You will also be required to perform the duties of a key holder. As part of a small and busy team, your ability to work flexibly and methodically will be essential. You will need to be approachable and work well with others. You will be in daily contact with staff and students so good communication skills are essential. This is a multi-disciplinary role needing a variety of skills and would suit someone who enjoys a varied day. A knowledge of and experience working with the construction/contract sector would be a distinct advantage A 'can do' approach is essential in supporting the running of a busy and fundamental part of the college. The facilities team endeavour to attend to issues before they are reported to us, which requires good attention to detail and an ability to be vigilant. Alongside this, a sense of pride in one's work is incredibly important. The successful candidate must be willing to undergo any training as required; be able to understand and apply regulations (such as health & safety, manual-handling regulations etc.) and undertake any other relevant duties, which may be allocated as, required.
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