

Job Description

Post:	Facilities Assistant
Department:	Facilities
Responsible to:	Head of Facilities
Hours	37 hours per week (full year) covering the working hours of: 7.30am – 9.30pm Mon and Tues 7.30am – 6.30pm Wed and Thurs 7.30am – 6.00pm Fri 8.00am – 4.00pm Mon – Fri (College Holidays) (Some flexibility required occasionally to work outside normal hours) The above will be worked on a 7.5/7 hour shift basis
Working closely with	Facilities Team and appropriate bodies and all college personnel

Key Purpose:

The facilities team ensure the smooth running of all activities from signposting contractors, ensuring health & safety compliance and monitoring through to keyholder responsibilities and the set up / break down of events. The facilities team also look after in house maintenance activities, portorage and manage helpdesk job requests in a timely and appropriate manor.

Duties and Areas of Responsibility:

Facilities	
1	Responding to any maintenance requests or jobs issued from the helpdesk in an appropriate manner using appropriate skills as required.
2	Carrying out Planned Preventative Maintenance, and associated tasks as appropriate and as directed. Reporting any unresolvable maintenance issues to the Facilities Management Team.
3	Ensuring all defects are acted upon where appropriate.
4	Undertaking portorage duties of post, deliveries, furniture etc..
5	Carrying out locking and / or opening up and site security duties.
6	Planning and performing room set-ups / break-downs and associated tasks.
7	Maintaining external areas including pathways, car parks, windows, building roofs etc...
8	Carrying out associated internal/external cleaning duties i.e. Removal of litter/debris, sweeping corridors, emptying bins, window cleaning, jet washing, toilets etc.
9	Undertaking winter maintenance tasks such as snow clearance / gritting etc...
10	Occasionally undertaking overtime duties.
11	Working with the contracted cleaning company such as checking toilets are tidy, empty bins, dealing with blocked toilets and spillages, replenishing toilet paper, hand towels and soap during day if required.
12	Managing the movement of recycling.
13	Watering and maintaining all internal and some external greenery.
14	Checking college vehicles for safety. Obtaining fuel, issuing keys etc...
15	Performing regular patrols of the site to ensure the safety of staff, students and visitors.
16	General painting & decorating work.

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Health & Safety	
1	Ensuring accidents at work and defects of equipment, machinery and buildings are reported to the Facilities Management Team.
2	Reporting to the Facilities Management team any instances of damage, unauthorised use or unauthorised entry to the premises.
3	Ensuring Health & Safety requirements are adhered to and comply with Health and Welfare at Work Acts 1989 – 2001 and COSHH regulations and all appropriate and current legislation.
4	Promoting safe working practices in line with Health and Safety regulations and college policies.
5	Attending any training courses provided by the college in line with health and safety requirements.
6	Performing inspections and testing duties such as water temperatures and flushing, fire alarm testing and fire door inspections etc...
7	Becoming competent in, and operating access control systems where appropriate.
8	Work as a nominated first aider on a rota basis.
Environment and Facilities	
1	Maintaining a clean, healthy, safe working environment and complying with appropriate legislation or college policies/procedures.
2	Becoming competent in, and operating building & environmental management systems (BEMS) where appropriate.
Quality & Reporting	
1	Supporting quality control procedures and customer feedback monitoring in line with plans and targets.
General (including Personnel & Relationships)	
1	Establishing and maintaining co-operative relationships with college staff and students
2	Working effectively with the Facilities team and related other teams to ensure an effective service, utilising timetable and duty rotas.
3	Supporting performance management procedures and be an active participant in appraisal.
4	Engaging in continuing professional development by attending relevant meetings and training sessions, within college or externally.
5	Ensuring all appropriate paperwork is completed in line with college requirements.
6	Ensuring awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding, and complying with requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
7	Engaging with college staff to ensure an effective service delivery maintaining a professional attitude at all times.
Other	
1	The facilities role is varied and every day is different. You will be required to complete any other duties appropriate to the position.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Job Description

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: