

Job Description

JOB TITLE:	Facilities Operative – Waste and External Areas
GRADE:	Support Staff Scale G
REPORTS TO:	Facilities Supervisor
CAMPUS:	BCA
JOB PURPOSE:	To maintain an outstanding outside work environment for college students and staff

Main Duties

- 1.1 Daily emptying of external waste and recycling bins across the college campus
- 1.2 Daily collection of waste and recycling from college buildings
- 1.3 Litter picking throughout the college campus
- 1.4 Maintain external bin compounds in a clean and safe condition.
- 1.5 Cleaning of external windows, signs, fixtures and surfaces.
- 1.6 Undertake work in accordance with schedules laid out by the Facilities Supervisor.
- 1.7 Liaise with cleaning contractors to ensure smooth running of college Facilities
- 1.8 Operate college vehicles and equipment
- 1.9 Specify materials needed to complete work programs.
- 1.10 Undertake stocktaking and Facility checks.
- 1.11 Porterage of heavy and awkward items within the college.
- 1.12 Use college Microsoft, Google and other IT software programmes required for the role.

- 1.13 Responsible for complying with college Health and Safety procedures and undertake safe working practices at all times.
- 1.14 Support college open day events with occasional weekend working required.

2 General Duties

- 2.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 2.2 Be responsible for safeguarding and promoting the welfare of students.
- 2.3 Maintain student morale and discipline within the college site.
- 2.4 Through CPD ensure you keep up to date with relevant industry and academic development.
- 2.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 2.6 Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

PERSON SPECIFICATION

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
Manual Handling Training		X	AF
Working at Height Training		X	AF
First Aid at Work qualified		X	AF
EXPERIENCE			
Experience of working within a Cleaning or Facilities Management team within an organisation		X	IV/AF
Experience of working in an educational setting		X	IV/AF
SKILLS, KNOWLEDGE AND ABILITIES			
Excellent time management and scheduling skills	X		IV/AF
A highly flexible, customer centred work approach	X		IV/AF
Able to undertake manual handling and physical activities as required for the role	X		IV/AF
Competence in IT systems	X		IV/AF

KEY:

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation