

Job Description

JOB TITLE:	Facilities Assistant
GRADE:	Support Staff Pay Scale G
REPORTS TO:	Facilities Supervisor
CAMPUS:	BCA
JOB PURPOSE:	To maintain and develop outstanding facilities across our college buildings. Manage and deliver the operation, maintenance, and compliance of college buildings, plant, and systems.

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

Main Duties

- 1.1 Configure heating, electrical, lighting and building management systems.
- 1.2 Assist with electrical and mechanical servicing, repairs and installations.
- 1.3 Assist with repairs and improvements to building fabric and components.
- 1.4 Undertake planned preventative maintenance over the following areas: Fire doors / fire extinguishers / fire call point checks / biomass boiler systems / Portable Appliance Testing / Legionella management / working at height equipment / emergency lighting.
- 1.5 Undertake work in accordance with schedules laid out by the Facilities Supervisor.
- 1.6 Liaise with contractors to ensure smooth running of college facilities.
- 1.7 Operate college vehicles and equipment.
- 1.8 Assist with the management of fuel supplies for oil, LPG gas, woodchip and wood pellet boiler systems.
- 1.9 Undertake room and event set ups.

- 1.10 Undertake portorage of large and heavy items.
- 1.11 Responsibility for the daily opening and closing of college buildings.
- 1.12 Respond to intruder and fire alarm systems.
- 1.13 Specify materials, parts and equipment needed to complete work programs.
- 1.14 Undertake stocktaking and Facility checks.
- 1.15 Use college Facilities Management system to respond to helpdesk requests and planned maintenance.
- 1.16 Use college Microsoft, Google and other IT software programmes required for the role.
- 1.17 Responsible for complying with college Health and Safety procedures and undertake safe working practices at all times. Support with the writing of COSHH and Risk Assessments.

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](#).

PERSON SPECIFICATION - Facilities Assistant

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English (or equivalent).	X		AF
L2 maths (or equivalent).	X		AF
Level 2 qualification in mechanical and/or electrical systems.		X	AF
PASMA scaffold training.		X	AF
Confined Space Entry.		X	AF
IOSH Managing Safely.		X	AF
IWFM Qualification.		X	AF
MEWP & Telehandler operator qualification.		X	AF
EXPERIENCE			
Experience of working within a Facilities Management team within an organisation.		X	IV / AF
Experience of Managing electrical and mechanical systems.		X	IV / AF
SKILLS, KNOWLEDGE AND ABILITIES			
Strong practical troubleshooting skills across a range of building systems.	X		IV / AF
Excellent time management and scheduling skills.		X	IV / AF
Understanding of common UK electrical systems.		X	IV / AF
Understanding of plumbing, drainage and ventilation systems.		X	IV / AF
Understanding of fire and intruder alarm systems.		X	IV / AF
A highly flexible, customer centred work approach.		X	IV / AF
Competence in IT systems.		X	IV / AF
Understanding of planned preventative maintenance and statutory compliance requirements.		X	IV / AF

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order 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.