

## Role Description

<b>Role Title: Facilities Officer</b>	<b>Pay Grade: £24,140 + £2,000 sign on bonus*</b>  <b>£1,000 on commencement with the college and £1,000 on successful completion of probation.</b>
<b>Normal Working Hours: 38.75</b>	<b>Line Manager: Facilities Supervisor</b>

### ROLE PURPOSE

Be responsible for the unlocking and locking the College's buildings. Monitor and maintain security, ensuring in a safe and secure environment for all.

Undertake a range of duties including but not limited to:

- Security patrols
- Basic maintenance
- Furniture Removals
- Cleaning of colleges grounds
- Delivering post and parcels
- Provide first aid
- Respond to emergencies and alarms
- Customer service

### PRINCIPAL ACCOUNTABILITIES

1. Carry out operational day to day tasks including security of buildings and rooms, alarm setting and key holding.
2. Keeping the premises and grounds tidy, including emptying external rubbish bins and litter picking
3. Carry out emergency system testing, reporting faults.
4. Provide first line maintenance and repairs.
5. Assess and escalate faults and damage as necessary
6. Produce concise and accurate written and electronic reports.
7. Respond to and take necessary action in the event of an emergency.
8. Complete removals and clearance services as directed
9. Patrol buildings, grounds and car parks reporting on incidents and occurrences as required
10. Driving college vehicles when necessary.
11. Be health and safety aware at all times for yourself, others and your surroundings
12. Welcome and respond to enquiries from visitors, students and staff and act in a friendly and customer focused manner
13. Provide emergency first aid when called
14. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.

## SPECIAL CONDITIONS

Initially, you will be required to work a rotating shift cycle consisting of 2 main shifts and will be required to cover a "float" shift during your rotational cycle.

The standard shifts are

<b>Early Shift:</b>	Monday to Thursday 6.00am -2.00pm	Friday 6.00am - 12.00pm
<b>Late Shift:</b>	Monday to Thursday 2.00pm - 10.00pm	Friday 12.00pm - 6.30pm
<b>Float Shift:</b>	Variable (which could be worked at any site)	

The start times of these shifts vary throughout the year dependant on the opening requirements of the college. The purpose of the "float" shift is that the person rostered is able to provide cover for another team member who is on holiday or sick, which normally means working an early or late shift as directed.

In addition, your Monday to Friday hours you will work a further 77.64 hours per year to cover roster requirements and training. This means that your total annualised hours are 1710.64 per year.

Occasionally with reasonable notice the jobholder can be required to work additional hours on open days or other College events and activities. The jobholder may be required to work at other centres.

A uniform will be provided and because of contact with visitors, members of the public and others a smart, clean appearance will be expected at all times.

If not already trained, training will be given in First Aid, Security, basic Health and Safety and the use and operation of maintenance equipment.

It is essential that you hold a valid full UK car driving licence (category B) and access to a motorised form of transport during your working day so you are able to travel to any of the College centres during your shift, you may also be required to drive a owned, leased or hired college vehicle as part of your daily duties.

## Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

## Values

To role model the College values of: inclusivity, respect, ambition and honesty.

## Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
A good general education to level 2, including English and Maths		✓	AF/Cert
Recognised First Aider or working towards.		✓	AF/Cert
Level 2 in a post related subject or working towards.		✓	AF/Cert
Health & Safety Qualification or working towards.		✓	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience of working within a security, facilities, portorage or caretaking role.		✓	AF/IV
Experience of working within a role involving communicating effectively with the public		✓	AF/IV
Manual Handling skills		✓	AF/IV
Experience of working within an Educational setting within a security, facilities, portering or caretaking role.		✓	AF/IV
Good understanding of emergency systems and procedures		✓	AF/IV
Have worked in a role involving basic maintenance		✓	AF/IV
Experience of assisting people with learning difficulties		✓	AF/IV
Knowledge of Health and Safety		✓	AF/IV
Knowledge of Safeguarding		✓	AF/IV
Knowledge of the Prevent agenda		✓	AF/IV
Knowledge of emergency procedures		✓	AF/IV
<b>SKILLS AND ABILITIES</b>			
Excellent communication skills.	✓		AF/IV
Be able to work cooperatively with colleagues and supervisors as part of a team.	✓		AF/IV
Be able to work alone.	✓		AF/IV
Be able to make decisions whilst under pressure.	✓		AF/IV
Reliable and flexible.	✓		AF/IV
Polite and willing to help others.	✓		AF/IV
Ability to keep calm under pressure.	✓		AF/IV
Understand IT and use of computer systems		✓	AF/IV
Have experience working with facilities management software such as job requests/tickets, locking systems		✓	AF/IV
Have driven work vehicles such as vans		✓	AF/IV

<b>SPECIAL WORKING CONDITIONS</b>			
Physically be able to carry out a range of tasks involving carrying items, pushing, loading and unloading vans and lorries, operating some power tools, bending, lifting, stretching and pulling which require at times prolonged strenuous effort.	✓		AF/IV
Attendance at out of hours emergencies on a call-out rota	✓		AF/IV
Will be required to work evenings	✓		AF/IV
All facilities staff will be required to wear the standard college uniform	✓		AF/IV
Have a full class B driving licence and have use of a motor vehicle	✓		AF/IV
Successful candidates will be required to attend for a full medical examination by our Medical Advisor	✓		AF/IV

**\*Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview