

## JOB DESCRIPTION

POST TITLE	:	Facilities Operative
SCALE	:	Support Scale
SALARY	:	Up to £27,480
RESPONSIBLE TO	:	Facilities Manager
CLOSING DATE	:	5.00pm Tuesday 13 May 2025
INTERVIEW DATE	:	Wednesday 21 May 2025

### **Main Purpose of the Post**

To be part of a site services customer focused team providing a safe and well-maintained environment, ensuring that the College appearance is upheld to a very high standard at all times.

Responsible to the Facilities Manager and working in a team of Facilities Operatives, alongside Cleaners and Security Guards, you will maintain a high level of customer service and flexibility which are key aspects of the role. Working on a rota basis of 37 hours over 5 days you will cover shifts from Monday to Friday or Tuesday to Saturday, to enable the college to provide a facilities management service across its site.

### **Responsibilities**

- 1 To carry out reactive and planned maintenance tasks around the College campus.
- 2 To carry out ground maintenance tasks around the College site to include litter picking on a daily basis, leaf clearance in the relevant seasons and weeding of hard surface areas.
- 3 To carry out pre-lock up checks and support locking up all College buildings at the end of the operational day.
- 4 To carry out statutory compliance checks across the college estate and to building systems on site, recording these on the relevant systems in a timely manner.
- 5 Supporting the coordination and monitoring of external contractors working on site.
- 6 Operating building services controls systems such as building management system (BMS), fire alarm system and detection systems, access control and plant/machinery control units.
- 7 To carry out energy and utility site audits across the College estate.
- 8 To set and maintain high standards of appearance across the College estate, internal and externally.
- 9 To carry out portering duties as required.

- 10 Support College events and activities. This can involve moving furniture / equipment and setting up temporary items.
- 11 During winter months to carry out gritting and snow clearance duties.
- 12 Assure full compliance within the areas of defined responsibility and more broadly across the College with key policies notably Single Equality, Health and Safety and Safeguarding.
- 13 To drive College vehicles. This will include using the vehicles to transport materials or minibus driver for student excursions.
- 14 To undertake invigilation duties from time to time.
- 15 To carry out such other duties as the Facilities Manager may reasonably require.
- 16 To carry out such other duties as the Principal may reasonably require.

#### **HOURS:**

37 hours per week, 30mins Lunch Break during shift.

Typical hours:

A- Monday to Thursday 06:00 to 14:00, Friday 06:00 to 13:30

B - Monday to Thursday 14:00 to 22:00, Friday 11:00 to 18:30

C – Saturday & Sunday 06:00 to 14:00

Shift Patterns to include:

Monday to Friday or Tuesday to Saturday or Wednesday to Sunday

A willingness to work flexibly in line with the demands of the service and site operations is required. On occasions there may be the need to support out of hours emergency incidents.

## PERSON SPECIFICATION

**POST:** Facilities Operative

**DIVISION:** Facilities

<b><u>QUALIFICATIONS</u></b>		<b>Essential (E)/ Desirable (D)</b>	<b>To be identified by:</b>
1	A good standard of education	D	Application form
<b><u>KNOWLEDGE/SKILLS</u></b>			
1	Some practical and theory knowledge of operating buildings and grounds	D	Application form/ Interview
2	A good understanding of equipment safety checks	D	Application form/ Interview
3	Have knowledge of building services systems, alarms and detection systems	D	Application form/ Interview
4	Effective communication skills within a team and wider service delivery	D	Application form/ Interview
5	A clear demonstrable knowledge of customer centric service delivery	D	Application form/ Interview
<b><u>EXPERIENCE</u></b>			
1	Experience in maintenance or caretaking duties	D	Application form/ Interview
2	Experience of securing buildings and operating building systems	D	Application form/ Interview
3	Experience in carrying out minor maintenance duties	D	Application form/ Interview
4	Experience of working in a busy environment and responding to urgent customer requests	D	Application form/ Interview
<b><u>PERSONAL</u></b>			
1	Commitment to the delivery of excellent support to our students	E	Interview

2	Excellent communication skills and a drive to ensure customer satisfaction	E	Application form/ Interview
3	Good team working skills and commitment to team working	E	Application form/ Interview
4	A commitment to ongoing professional development	E	Application form/ Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/ Interview
6	Possess a valid driving license with D1 Category for driving minibuses	D	Application form/ Interview

### **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*