

## JOB DESCRIPTION

POST TITLE	:	Facilities & Compliance Assistant
LOCATION	:	On Site Delivery
SCALE	:	Support Scale
SALARY	:	Up to £25,375
RESPONSIBLE TO	:	Facilities Manager
CLOSING DATE	:	5.00pm, Wednesday 27 May 2026
INTERVIEW DATE	:	Tuesday 9 June 2026

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

To provide essential support to the day-to-day operations of the Facilities Department across its teams, including Facilities Management, Site Services, Cleaning Services, and Security Protective Services. The postholder will ensure high standards are maintained across all tasks in an effective, efficient, and professional manner.

The role focuses on administrative, helpdesk, and operational activities within a busy support environment. It is vital that all activities are carried out safely, remain compliant, and are well controlled in line with sustainability commitments and statutory health, safety, and building compliance requirements.

### **Main Duties and Responsibilities:**

1. Provide a professional office presence, handling helpdesk enquiries and job requests made in person, via email, or through the ticketing system. Prioritise and dispatch urgent requests promptly to in-house teams or external contractors.
2. Manage administrative tasks within the office and departmental systems, including:
  - taking minutes at meetings
  - filing service reports and contractor documentation
  - adjusting heating and cooling schedules on the BMS
  - encoding staff ID cards using the SALTO system
3. Raise purchase orders for maintenance supplies, PPM activities, reactive repairs, consumables, PPE and other essential goods. Ensure orders are accurately sent to suppliers.
4. Manage bookings for the College fleet (minibuses and van), ensuring all required documentation is completed and that drivers meet eligibility requirements (e.g., MIDAS training for minibus use).
5. Contact contractors to obtain required documentation such as insurance, RAMS, and safeguarding/DBS assurances as part of the Contractor Management process. Ensure all documents are valid, compliant, and up to date.

6. Support the scheduling, coordination, and tracking of planned maintenance service works in line with departmental procedures.
7. Obtain quotations for repairs, service remedial works, and minor projects relating to building services and estates.
8. Ensure all relevant minor works certificates are obtained, collated, and filed following contractor works.
9. Assist the Facilities Manager and Coordinators with the implementation of sustainability initiatives and support the monitoring of energy and utilities including meter readings and portal updates.
10. Maintain training records for department staff, including arranging and booking courses when required.
11. Support building and site compliance inspections such as emergency lighting checks, legionella temperature checks, and fire alarm bell tests. Ensure all records are accurate, maintained, and up to date.
12. Assist with implementing and monitoring systems relating to statutory health, safety and environmental requirements, contributing to the maintenance of a safe, compliant, and efficient campus environment.
13. Assist the team in undertaking any emergency procedures including fire drills, evacuation procedures and site lockdowns.
14. Cover any duties as and when required, in line with knowledge & experience, for the Facilities Coordinator role.

### **General Duties:**

1. Ensure full compliance with key College policies, including Single Equality, Health & Safety, and Safeguarding.
2. Undertake invigilation duties as required.
3. Carry out any other duties reasonably requested by the Principal.

### **HOURS:**

**Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.**

## PERSON SPECIFICATION

**POST:** Facilities & Compliance Assistant

**DEPARTMENT:** Facilities

<b><u>QUALIFICATIONS</u></b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	Good general education including 4 GCSE's Or equivalent to at least Grade C including Maths & English	E	Application Form
2	Level 2 qualification in Administration or Business Support	D	Application Form
3	IOSH Working Safely	D	Application Form
<b><u>KNOWLEDGE/SKILLS</u></b>			
1	Ability to work on own initiative and as part of a team	E	Application form/ Interview
2	Excellent literacy and oral communication skills	E	Application form/ Interview
3	Excellent IT and numeracy skills	E	Application form/ Interview
4	Excellent organisation and planning skills with ability to manage multiple priorities	E	Application form/ Interview
5	Basic understanding of building services	D	Application form/ Interview
6	Awareness of health & safety legislation	D	Application form/ Interview
7	Ability to interpret and present data clearly	D	Application form/ Interview
8	Awareness of Safeguarding Legislation	D	Application form/ Interview
<b><u>EXPERIENCE</u></b>			
1	Experience in an administrative role in a Facilities or Operational environment	E	Application form/ Interview

2	Experience of working within Education	D	Application form/ Interview
3	Experience of Microsoft Office applications	E	Application form/ Interview
4	Experience using CAFM/helpdesk systems	D	Application form/ Interview

### **PERSONAL**

1	Commitment to the delivery of excellent support to our students	E	Interview
2	A positive & professional attitude towards safety, compliance and sustainability	E	Application form/ Interview
3	Strong teamworking skills and commitment to collaborative 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 and changing lives	E	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 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*