

Job Description and Person Specification



Facilities Assistant

Salary:	£24,209pa inclusive (MW3)
Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	39 hours per week
Responsible to:	Estates Manager

The purpose of the post is: to provide a comprehensive Facilities Service and safe working environment for all Staff and Students within West Thames College. (Isleworth/Feltham Campus). The post-holder will be one of six in the Estates team.

The main duties and responsibilities are to:

1. Deliver and collect internal mail and small packages, receiving goods deliveries, storing goods securely and where required provide onward delivery internally.
2. Completion of all associated paperwork to comply with goods inwards, checking of completed contracted work and signing where necessary.
3. Log, respond to and resolve jobs raised via the College's central Helpdesk.
4. Disposal of refuse and items of redundant furniture and equipment as directed and in accordance with regulations (inc WEEE). E.g. skips, wheeled waste bins or compactor.
5. Changing defective light bulbs and tubes, portable appliance testing, emergency lighting testing, Weekly testing of fire alarm call point and sounders along with monitoring and recording of safe access routes.
6. Specific grounds maintenance relating to, the clearing of gullies and guttering, snow ploughing and the gritting/salting of pathways when necessary.
7. Driving duties including but not limited to, Purchase, collect and deliver required items from local traders and suppliers.
8. Assisting with the setup of rooms for college events, open days, examinations etc.
9. Occasionally opening the building in the morning, deactivation of security alarms, closing and securing the building at the end of the day, setting security alarms.
10. Undertake basic routine maintenance tasks including repairs to fixtures and furniture, painting tasks, fixing shelves, maintaining and replacing locks and door furniture.

11. Attend to emergency repairs, turning off mains water supply and cleaning following damage to toilets, floods etc., some knowledge of basic plumbing would be required, possible changing of taps, toilets cisterns and pans, faulting may also be required. Weekly flushing for water hygiene and documentation for recording purposes.
12. Weekly flushing in accordance with the College's water hygiene programme and completion of associated documentation for recording purposes.
13. Sub-contractor Induction and supervision along with monitoring including checking works carried out, signing off jobs sheets and recording may also be required.
14. Follow strictly the requirements of the College's health and safety policy and comply with the College financial regulations.
15. Assist in maintaining a clean and welcoming environment in and around the College.
16. Attend and Participate in College meetings as necessary and actively promote college policies.
17. Participate in staff development activities and undertake further training as part of your continuing professional development.
18. Work flexibly in order to satisfy the organisational needs, including enrolment and occasional evening or weekend work.
19. Maintain confidentiality of information acquired in the course of undertaking duties relating to staff, students, and visitors, and adhere to the College's Data Protection Policy and the Data Protection legislation.
20. Uphold and promote College policies, procedures and controls, including the College's Equal Opportunities policy and promoting those specifically applicable to this area of work.
21. Promote a positive image of the College in all contacts with staff, students, visitors and contractors.
22. Carry out other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items.

1. Is used to working under pressure whilst delivering high quality standards.
2. Is proactive, self-motivated and capable of working on their own initiative and unsupervised.
3. Is able to communicate well with other members of the team, work collaboratively and, when required, is willing to assist team members and other departmental staff with tasks.
4. Is able to demonstrate good problem solving capabilities.
5. Is customer focused, responsive and able to maintain a good customer relationship with other staff, students, managers and contractors.
6. Is flexible in their approach to work and able to change a pre-planned schedule to fit in with changing demands.
7. Is able to attend to minor maintenance tasks such as repairs to fixtures and furniture, painting tasks, fixing shelves etc.
8. Has an awareness of health & safety and good working practices.
9. Has a full and valid UK driving license.
10. Possesses a valid Certificate in First Aid at Work or is willing to undergo training to achieve the qualification.
11. Be willing to undertake training and development as required within the role.
12. Have an awareness of safeguarding and prevent within an educational environment.
13. Has an awareness and understanding of equal opportunities.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed. We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Closing date: 18th April 2021
Reference number: 6EST009
Interview date: 29th April 2021

Conditions of Service

Contract:	Permanent Full time
Salary:	£24,209pa inclusive Please note the salary for this post is a spot salary. Spot salary means there is no entitlement to any incremental pay increase.
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	25 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Hours:	39 hours per week
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.