

JOB PROFILE	
POST TITLE:	Facilities Assistant
POST GRADE:	Band B
RESPONSIBLE TO:	Facilities Lead/Manager

1	KEY TASKS
	<i>General Tasks</i>
1.1	Effective, accurate and timely deployment of basic site maintenance and security to highest possible standard
1.2	To comply with the Health and Safety at Work Act 1974
1.3	To be aware of, comply with and contribute to Equality and Diversity, the Prevent Strategy and the Safeguarding and promoting of welfare of children and vulnerable adults
1.4	To be a good ambassador for the College; supporting promotional and recruitment events as required e.g. open evenings, parent's evenings and taster days.
1.5	To contribute towards health and safety, safeguarding and promoting the welfare of children and ensure compliance with current legislation, including attending training courses as required
	<i>Specific Tasks</i>
1.6	To carry out daily duties such as emptying recycling bins, resetting conference room layouts, cleaning college grounds and litter picking, gritting (during icy conditions), monitoring/managing car parking, general porter age. To respond to general maintenance issues as indicated by the Estates/H&S email/Helpdesk
1.7	Grounds maintenance duties, including litter picking, gritting areas during periods of ice/snow, and monitoring/managing car parking across the campus
1.8	To lock up/open up the site in accordance with the Site Management procedures and to assist with cover where required.
1.9	To carry out flushings of water systems and robust recordings as indicated under the Management of Legionella Procedures (L8) and Furness College Legionella Management Procedures
1.10	To be responsive, where possible, to out of hour call outs, emergency evacuations and emergency situations

2	KEY RESPONSIBILITIES
2.1	Use college systems and policies and procedures to carry out tasks effectively
2.3	To attend team meetings and undertake continued professional development and training as appropriate to meet college priorities

This job description may be updated and amended through consultation during the Performance Management process

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW THIS IS IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • Manual Handling or willingness to achieve within 12 months • Knowledge of Health & Safety regulations 	<ul style="list-style-type: none"> • First Aid Certificate • Relevant trade qualification • Working at Heights or willingness to achieve within 12 months 	<ul style="list-style-type: none"> • Application form/ CV • Certificates • Assessments
Knowledge	<ul style="list-style-type: none"> • Appreciation of confidentiality • Safeguarding in Education 	<ul style="list-style-type: none"> • Manual Handling • Working with members of the public 	<ul style="list-style-type: none"> • Application form/ CV • Certificates • References • Interview • Assessments
Experience	<ul style="list-style-type: none"> • Responsibility for security/key holder duties 	<ul style="list-style-type: none"> • Experience in Site Maintenance or similar duties • Working independently • Prioritise own workload with guidance of policies & procedures • Working at heights 	<ul style="list-style-type: none"> • Application form/ CV • References • Interview
Disposition/ Attitude	<ul style="list-style-type: none"> • Awareness of Equality and Diversity • Suitable to work with children and vulnerable adults • Good interpersonal skills • Ability to work alone or as part of a team • Reliable and organised • Flexibility to work across site 		<ul style="list-style-type: none"> • Application form • References • Interview • Assessments
Practical and intellectual skills	<ul style="list-style-type: none"> • Ability to work to tight deadlines • Compliance with Policies & Procedures 	<ul style="list-style-type: none"> • Full Driving Licence 	<ul style="list-style-type: none"> • Application form • References • Interview • Assessments