**Job Description for Facilities Assistant**

The Facilities Assistant is responsible for providing support to the Facilities Manager. These duties may include but are not limited to: Premises responsibilities including Health and Safety, Assisting with IT systems and assisting with the day to day running of the Facilities department.

Main responsibilities will include:

Assisting with the maintenance of the college including support in both IT and Premises

Completing daily checks to ensure the college is safe and clean

Assisting with deliveries and Orders for the department

Assisting in matters of Health and Safety

Setting up new IT or premises equipment where necessary

Helping organise and setup College Events

Working under pressure to meet tight deadlines of IT projects and Premises refurbishments

Working from 8:30am to 6:00pm, Monday to Friday and ensuring the college premises are locked and secure at the end of the day

Occasional weekend duties may be required

Typing documents, newsletters and emails for the department

**SKILLS AND REQUIREMENTS**

Proficiency with Microsoft Office

Strong organisational and time-management skills

Experience of Health and Safety, certification is a plus but not essential

A flexible, adaptable and organised approach to work, exercising initiative and working independently as appropriate

Be able to speak and write in good English

Familiarity with Apple Mac OS is a plus but not essential

**Starting Salary**: £21,600 /year, 20 days holiday/year

Please send CV’s to Fabio@ashbournecollege.co.uk