

## Job Description

*Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.*

*Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.*

### Job Title

## Facilities Assistant

### Hours of work:

35 hours per week, full year (1.00 FTE), permanent  
The role will involve working on a shift rota  
Rota 1: (6.30am – 2pm)  
Rota 2: (11.30am – 7pm)

### Salary Scale:

SFCA Support Staff Pay Scale 11 to 14 (£28,634 per annum to £31,324 per annum)

### Reporting to:

Deputy Facilities Manager

### Job Purpose:

To ensure that the College is opened and closed on time.  
To manage and maintain the College buildings and site in a state of good general repair and appearance.  
To provide support across site on facilities matters.

### Security Responsibilities:

- To open and close the buildings as required, including lettings and events outside the College day, including weekends.
- To lock and alarm all buildings and gates as required, ensuring doors and windows are locked and lights are turned off.
- You may be called out at unsociable hours or at weekends to respond to emergency call outs for the College and to take appropriate action, as necessary, to make the premises secure and ready for use by their scheduled time of opening, reporting any issues to the Facilities Manager.
- To be a keyholder for the College and to adhere to the rota as assigned by the Facilities Manager.
- To provide cover for security staff absence during term time and to be a security presence outside of term time

### Premises Responsibilities

- To carry out repairs where possible to cleaning equipment e.g. blocked hoses, plug fuses etc.
- To assist in moving furniture and goods around the estate.
- To continually monitor the state of repair and decoration of the buildings, internally and externally, acting promptly to deal with repairs and defects from College resources where possible.
- To liaise with outside contractors under the direction of the Facilities Manager and supervise their work to ensure all jobs are carried out to agreed standards.
- Maintaining the visual appeal of the site (which contains listed buildings) by such matters as graffiti removal, grounds maintenance, including litter picking and emptying bins when necessary.

- To report issues concerning these areas to the Deputy Facilities Manager.
- To maintain accurate records of all work carried out so necessary documentation can be provided to the College's Finance Office.
- To assist with the supervision of cleaning staff as required.

**Grounds maintenance:**

- Sweeping paths and litter picking.
- Empty external rubbish bins.
- Keep all hard surfaces free from moss and weeds.
- Clear gullies, drains and drain gratings.
- Report any hazards and defects to the Facilities Manager.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice, snow and leaves to ensure the safety of the staff and students.
- Grass cutting, shrub pruning and general gardening duties.

**General Duties:**

- Preparing the premises for various College events and functions and have a flexible approach to accommodate out of hours events, including times when events may run over the allotted time.
- To pass on any relevant information to the person on the following shift including any site issues, details of contractors on site and college activities.
- To undertake minor works e.g. putting up shelves, replacing light tubes and bulbs, painting as directed by the Facilities Manager or their Deputy Facilities Manager.

**Additional Duties:**

- To undertake training to meet the needs of the College as required.
- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc...
- To attend meetings for all College Staff, as necessary.
- To act courteously and professional towards staff, visitors and students at all times, reporting any issues to the Facilities Manager.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

*This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.*