ADVERT
Premises Assistant
Ref: ME2223071

Hours: 30 hours per week operating over a shift pattern, Monday, Tuesday, Thursday and Friday
A rotating shift pattern operates covering 6am – 6pm. Early shift: 06:00 am to 2:30 pm, Late Shift: 09:30 am to 6:00 pm, plus call out rota, which you will be required to be on call for approximately every 6-8 weeks, for which an additional payment will be made.
Shift patterns may change to suit the business needs of the College or the team.
On a rota basis you may be required to work Saturdays (a day off is taken in lieu during the previous week).

Salary: £21,331 per annum pro-rata, actual salary £17,295 per annum

Reporting to: Head of Estates

Primary Location: Daventry Campus

Closing Date: Wednesday 14th June 2023

Interview Date: Friday 23rd June 2023

About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The Team

The Estates Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The Role

The Premises Assistant is an important member of the Estates Team, and their role is to help keep the College's Estate in a good state of repair, clean, secure and a safe welcoming environment for students, staff and visitors. The team is also responsible for keeping the sites open for business so that the College can meet its goals and obligations to its users by carrying out maintenance programmes (in house and with contractors), managing health and safety and for acting as a first point of contact to resolve situations which may upset the free enjoyment of the College's facilities. The team work to a shift pattern that includes some weekend working. All members of the team are expected to be trained as first aiders.

The College operates a Key Holders system for security purposes which involves being available on a rota basis to attend any College site at any time out of hours in the event of an incident. An additional allowance is paid when staff are 'On Call'. All Assistant Site/Security Supervisors and Premises Assistants would be part of the rota for Key Holders.

The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- A basic literacy qualification
- Holding a valid & current car driving licence
- A willingness to undergo further training that is relevant to the role
- You must live within a reasonable distance of college sites in order to carry out responsibilities in relation to call-outs.

Rewards and Benefits include

- 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel.
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.20%)
- Right to request flexible working from start date
- Access to continued professional development.
- Free car parking and electric car charging facilities
- Gym facilities
- 24 hours per day, 365 days per year Employee Support Helpline
- Enhanced maternity/shared parental and paternity schemes
- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to https://www.northamptoncollege.ac.uk/working-for-us.html for further details on how to apply.

This post will require a Disclosure and Barring Service (DBS) check

Job Description & Person Specification

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Northampton College

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

Values

- Strive to always be excellent
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

Working as part of the team

The Estates Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

Role Specification

The Premises Assistant role provides support to ensure that the College's sites are ready for use by staff, students and visitors. This involves duties such as ensuring that all buildings are locked/unlocked at the appropriate times, rooms are set out as required and ensuring that the Estate is in a good state of repair.

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DUTIES & RESPONSIBILITIES

Specific

- To undertake weekly checks vehicle checks of all college vehicles, maintaining all fluid and pressure levels and to maintain accurate records.
- To report any issues identified during these checks.
- To lock and unlock all buildings and set and unset the fire and intruder alarms.
- To assist with the goods in arrangements and carry out porterage duties, room set ups, cash escorts, adhoc cleaning, snow and ice clearing and inspections as directed by the Estates Supervisors.
- To assist students, staff and visitors (including delivery drivers and contractors).
- To use the Estates Departments mobile phone and radio system.
- To carry out Front of House security checks, escort duties, including internal and external patrols, to assist with security issues and compliance with the College parking policy.
- To use the Premises Helpdesk system to respond to issues raised.
- To operate the CCTV systems.
- To respond to and report Incidents.
- To respond to requests for First Aid and complete Accident Reports.
- To assist in the College adverse weather action plan.
- To report issues of Health and Safety non-compliance.
- To take part in the call out rota.
- To participate in the Departments periodic duties e.g. Archiving and Fire evacuations.
- To participate with the College PREVENT Strategy and action plan and contribute to the college Lockdown Policy.
- To provide cover for Estate colleagues.
- Other duties commensurate with the level and scope of the post which are or become evident to meet the needs of the team and the college.
- Undertake training appropriate to the role.

Generic Business Support

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work

- To carry out any other duties as required by the organisation including supporting College Open Events and invigilating examinations
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

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Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to and promote the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.

Safeguarding

The College is committed to the safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.

Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Performance and Appraisal Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the Performance and Appraisal Review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College hold data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
Qualifications		
• Educated to level 2 GCSE standards and/or relevant experience	E	A
• Manual Handling Training	D	A
• First Aid Trained	D	A
Experience		
• Relevant experience in property maintenance/caretaking/security	D	A
• Experience in using CCTV systems	D	A/S
• Experience of working within an educational establishment	D	A/S
Knowledge/Skills/Abilities		
• Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs	E	A/S
• Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement	E	A/S
• Ability to multi task whilst having exceptional attention to detail	E	A/S
• Flexible approach to work and work area, working outside normal hours when reasonably required to do so	E	A/S
• Understanding of safeguarding as it pertains to the Further Education Sector	E	A/S
• Understanding of the benefits of equality, diversity and inclusion within society	E	A/S
• Understanding of the principles of Data Protection	E	A/S
• Ability to travel effectively, for example to other College campuses (Daventry and Northampton)	E	A/S

Northampton College

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• Basic ability & knowledge in using Microsoft Office (specifically Word & Excel)	D	A/S
Qualities		
• Strong work ethic	E	A/S
• Collegiate	E	A/S
• Innovative	E	A/S
• Flexible	E	A/S
• Team, customer and organisation focussed	E	A/S
• Reliable	E	A/S
Level of Physical Ability and Activity		
• Occasional lifting may be required	E	A
• Need to move around site will be required	E	A

E = Essential   **D** = Desirable
A = Application Form   **S** = Selection Process