



Candidate brief for the position of
Facilities Assistant
to start As Soon As Possible



D'OVERBROECK'S
OXFORD

Facilities Assistant

This is short-term, fixed term contract, of three months initially, with an option to extend at the end of the first two months.

Role overview

You will be operating on a multi-site premises in North Oxford, helping to set up lunchtime and event seating; delivering post and parcels, and maintaining the grounds.

It is essential that you are able to drive, and are physically fit to move and carry classroom/dining room furniture and deliveries.

Job Description

More specifically, this role will involve:

In-house courier and deliveries

- conduct daily internal courier service between sites

Logistics

- organise and set-up all room and hall requirements both on and off site

Grounds & Gardens

- sweep up round all School buildings
- cut grass and hedges (when required)
- provide watering

General Assistance

- Provide general assistance around the School

Working Conditions

- Frequent local travel required between School sites.
- Sitting for limited periods of time.
- Driving School vehicles.
- Dexterity of hands and fingers to operate tools and to handle computers.
- Occasionally working at height.
- Lifting and transporting of moderately heavy objects.

Reporting

You will be part of a team of four within the School's Maintenance & Facilities Department and the School's Facilities and Compliance Manager will be your line manager, responsible for your day-to-day work.

Hours of Work

This is a full-time role, working from 8am-4pm Monday to Friday.

The salary will be based on £20,000.00 per annum.

Further information

If you would like any further information at this stage, please feel free to telephone Matt Bird, Facilities Manager on 07912 795520.

Applications

Applicants should complete the Form entitled Application for a Non-Teaching Post which can be downloaded from www.doverbroecks.com/posts.

The Application Form, full Curriculum Vitae and a covering letter should be emailed to HR@doverbroecks.com and a signed copy sent to:

Helena Barron
d'Overbroeck's
333 Banbury Road
Oxford
OX2 7PL

The final date for submission of applications is
25 October 2019

Please apply as soon as possible. All applications will be processed on receipt.

Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing.



D'OVERBROECK'S