CITY OF BRISTOL COLLEGE

**JOB DESCRIPTION**

**TEAM: Estates and Infrastructure POST REF: 17 -**

**JOB TITLE: Facilities Officer**

**SALARY: £16,179 - £17,567**

**RESPONSIBLE TO: Facilities Supervisor**

1. **JOB PURPOSE**

Be responsible for the unlocking and locking the appropriate College centre buildings.

Monitor and maintain security of college assets and ensuring in a safe and secure environment for all.

Undertake a range of security, patrolling, porterage, first response maintenance and other service duties including, cleaning, litter removal, moving equipment and waste, delivering post and parcels, recycling, responding to enquiries, monitoring student behaviour, first call for first aid assistance, reacting to alarms and front of house welcoming and customer service duties.

**2 PRINCIPAL ACCOUNTABILITIES**

1. Carry out operational day to day tasks as a member of a team or individually
2. Ensure the security of buildings and rooms including alarm setting and key holding.
3. Carry out emergency systems testing as required and complete reports to meet legal requirements and report defects as appropriate.
4. Ensure the college is tidy and clear of rubbish, carry out emergency cleaning together with monitoring the cleanliness of rooms, toilets and common spaces/corridors, check and replace consumables as directed.
5. Provide first line maintenance for the college, to include but not limited to unblocking toilets, boarding up windows, minor painting, removal or covering of graffiti, furniture repairs, changing batteries in clocks, repairs to locks, etc. although this list is not exhaustive.
6. Escalate maintenance requests to the Estates Manager that require specialised contractors.
7. Receive verbal or electronic instructions and take appropriate action

1. Complete written or electronic forms and reports as required
2. Welcome and respond to enquiries from visitors, students and staff and act in a friendly and customer focused manner
3. Be fully conversant with the college’s emergency procedures and take action as necessary in the event of an incident
4. Identify hazards and potential hazards taking immediate action if required and reporting as appropriate. Administer and be the first point of call for First Aid incidents as and when required.
5. Patrol buildings, grounds and car parks reporting on incidents, acts of vandalism, checking validation of students, staff and visitors and monitoring student behaviour
6. Move equipment, furniture, waste and other items as required
7. Carry out regular defect inspections and repair or escalate issues as necessary
8. Produce concise and accurate written and electronic reports of all security and other related incidents.
9. Be health and safety aware at all times for yourself and others. Ensure you wear appropriate PPE, carry allocated safety equipment including radio and telecommunications devices, basic first aid equipment, high visibility clothing, and multi-tools. Utilise your training and experience to ensure safety in the college. Remain accountable for equipment and security tools assigned to you
10. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
11. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the

College’s sites

1. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
2. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
3. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
4. Work towards and support the College’s vision and the objectives.
5. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
6. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
7. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
8. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

**3 GENERAL**

You should be able to physically carry out a range of tasks involving carrying items, pushing, loading and unloading vans and Lorries, operating manual and power tools, bending, lifting, stretching and pulling which require at times prolonged strenuous effort.

Your principal place of work will initially be the College's premises in Bristol or South Gloucestershire. However, you may be required to work on either a temporary or an indefinite basis at any premises within reasonable daily travelling which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

This is a non-contractual document. It is possible that from time to time your job description may be reviewed and updated to ensure it is still relevant to the role you perform or to add any proposed changes. If this occurs the appropriate line manager, in consultation with you, will discuss the details before any changes are made. You will then be issued with an updated version of your job description.

**4 SPECIAL CONDITIONS**

Initially, you will be required to work a rotating shift cycle consisting of 2 main shifts and will be required to cover a "float" shift during your rotational cycle.

The standard shifts are

**Early Shift:** Monday to Thursday 6.00am -2.00pm Friday 6.00am - 12.00pm

**Late Shift:** Monday to Thursday 2.00pm - 10.00pm Friday 12.00pm - 6.30pm

**Float Shift:** Variable (which could be worked at any site)

The start times of these shifts vary throughout the year dependant on the opening requirements of the college.

The purpose of the "float" shift is that the person rostered is able to provide cover for another team member who is on holiday or sick, which normally means working an early or late shift as directed.

In addition your Monday to Friday hours you will work a further 77.64 hours per year to cover roster requirements and training. This means that your total annualised hours are 1710.64 per year.

Occasionally with reasonable notice the jobholder can be required to work additional hours on open days or other College events and activities. The jobholder may be required to work at other centres.

A uniform will be provided and because of contact with visitors, members of the public and others a smart, clean appearance will be expected at all times.

If not already trained, training will be given in First Aid, Security, basic Health and Safety and the use and operation of maintenance equipment.

It is essential that you hold a valid full UK car driving licence (category B) and access to a motorised form of transport during your working day so you are able to travel to any of the College centres during your shift, you may also be required to drive a owned, leased or hired college vehicle as part of your daily duties.

1. **DATE: March 2017**