

Job Description

TITLE:	Facilities Assistant
GRADE:	Scale 3
REPORTS TO:	Facilities Manager
HOURS:	Contracted for 35 hours per week, with a requirement to work one Saturday open day or two open evenings per year at a campus of your choice.

Purpose of the Role

To support the Facilities Manager in delivery of facilities services, maintaining the physical environment, carrying out minor repairs, supporting space usage, and ensuring the campus remains safe, clean and operational.

Key Responsibilities:

Facilities Management

- Maintain buildings, furniture, fittings, equipment; report defects
- Support mail, goods inwards and deliveries.
- Carry out minor repairs and decoration.
- Repair outdoor structures.
- Assemble furniture.
- Support portering duties.
- Maintain external areas
- Remove hazardous materials where appropriate.
- Ensure equipment is stored securely.
- Support cleaning and grounds maintenance.
- Carry out mailroom duties.
- Travel to other campuses as needed.

In common with other support:

- No annual leave may be taken during the enrolment period, which begins the day before GCSE Results Day. Staff should check the confirmed date each year before making personal plans.
- All staff are required to support exam invigilation and may cover up to three exams per year, including GCSE support.

- Staff must take part in two open evenings, or one Saturday open day, each year. These hours are provided in lieu of the additional Christmas holiday days.

In common with all other Staff:

- To support the College's mission, vision, values and strategic objectives.
- Ability to follow HR policies and practices within business support functions, with a strong commitment to diversity, equality and inclusion and to ensuring fair and inclusive outcomes for all staff
- Proven ability to deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To uphold your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification –

Education & Qualifications

- GCSEs (or equivalent) in English and Maths
- Basic literacy, numeracy and IT skills

Experience

- Facilities/maintenance/support experience.
- Basic DIY/repair skills.
- Experience moving furniture/equipment.
- Experience interacting with building users.
- Teamwork

Knowledge, Skills & Behaviours

- Safe manual handling.
- Ability to carry out basic maintenance.
- Awareness of building safety.
- Task prioritisation.
- Communication skills.
- Reliability and attention to detail.
- Ability to maintain confidentiality.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the College's values and expectations.

