



**Job Description:** Facilities Assistant

**Responsible to:** Estates Manager

**Salary:** 0.6 FTE £18,426 to £19,171 (pro-rata) depending on experience

**Key Purpose of the role:**

The Estates Assistant will work with the Senior Estates Assistant to support the day to day operation of the college's building, ensuring the appropriate service levels are maintained and that the college is a clean and safe environment for all our students, staff, governors and visitors.

The postholder will ensure that college is well maintained through carrying out proactive maintenance and through the operation of the estates service desk, ensuring that any issues raised are dealt with in a timely manner and through agreed service level agreements.

All staff are expected to work together be flexible, adaptable and respond to the changing demands within ASFC.

**Key responsibilities:**

- To work with the Senior Estates Assistant to respond to tickets raised on the Estates service desk, ensuring that any tickets raised are actioned in accordance with service desk procedures and priorities.
- Carry out a variety of proactive maintenance activities and tasks to ensure that college buildings are well maintained, clean, safe learning environment for our students, staff, governors and visitors.
- Work collaboratively with the Senior Estates Assistant and the Estates Team to ensure the Estates service meets the needs of its users and contribute to the future development of the service and the college's Estates Strategy.
- To support the Senior Estates Assistant in the management of Health & Safety within the Estates department, ensuring that risk assessments are undertaken and documented.
- Assist in the maintenance of up to date documentation of all relevant plant or building operation manuals including the maintenance contracts and warranties.
- Assist in maintain an asset register for the Estate, ensuring that it is kept up to date and that college assets are tracked.
- Acting as the first point of contact for Estates issues and work with the required contractors to quickly resolve issues, problems or faults.
- Work with the Senior Estates Assistant to address any building defects.
- Provide support for college events, internal and external where Estates support is required, including setting up and testing of equipment.
- Carry out building patrols to ensure the college is safe and secure.
- To open and lock the building where required.

- Carryout general day to day maintenance around the college building, including furniture moves.
- Maintain general tidiness of the workplace in the interests of health and safety.

This job description sets out the major duties associated with the post. It is not intended to be an exhaustive list. It is assumed that other duties of a similar level or nature undertaken are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as the result of new legislation, changes in technology, policy or for other business reasons. In these circumstances training to undertake new roles will be offered.

### Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• A-Levels or equivalent Level 3 qualification.</li> <li>• Maths and English GCSE grade C or above, or equivalent</li> </ul>	Health & Safety Qualification Facilities Management Qualification A trade qualification
Skills	<ul style="list-style-type: none"> <li>• Good Literacy and Numeracy Skills</li> <li>• Effective verbal and written communication skills</li> <li>• Sound knowledge of different types of hardware and software packages</li> <li>• Sound knowledge of Microsoft Packages e.g. Word, Excel, Outlook etc.</li> <li>• Able to work effectively as member of a team, providing support to colleagues and demonstrating a flexible approach</li> <li>• Understands staff and student needs, and has an awareness of providing good customer service</li> <li>• Able to resolve straightforward problems</li> <li>• Ability to lead a team</li> <li>• Experience of managing buildings</li> <li>• Able to work accurately with precision</li> <li>• Knowledge of Health and Safety and the safe use of display equipment</li> <li>• Sound understanding of GDPR requirements within the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a college building or estate</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Professional and polite when dealing with staff and students</li> <li>• A good methodical approach to work, hardworking and good time keeping</li> </ul>	

	<ul style="list-style-type: none"><li>• Able to act on own initiative to identify and solve day to day problems.</li><li>• Keen to learn and develop skills, knowledge and understanding.</li><li>• Positive approach to training on new technologies</li></ul>	
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