

OAKLANDS COLLEGE

JOB DESCRIPTION

CAREER FRAMEWORK	Facilities
JOB TITLE	Maintenance and Services Assistant
REPORTING TO	Campus Facilities Manager

The vision of the College's Facilities team is that they will provide a College environment that is attractive, safe, clean, tidy and meets the needs of all our customers.

SUMMARY OF POST

You will provide an effective and responsive in-house maintenance and caretaking service. You will work closely with other members of the Facilities team and curriculum staff to provide a safe, well-maintained environment, taking a customer focused approach.

KEY RESPONSIBILITIES

In this document it is accepted that you carry out your role at the particular campus or campuses to which you are assigned.

- You will provide a safe, well-maintained environment, taking a customer focused approach to meet the needs of students, staff and other customers.
- You will ensure that all classrooms, workshops and other areas for teaching and learning, corridors and other common areas are well maintained, clean, tidy, safe and secure at all times.
- You will carry out maintenance tasks as part of the College's Annual Facilities Plan.
- You will carry out reactive and emergency repairs as required on a day-to-day basis.
- You will carry out minor projects individually and as part of a team.
- You will seek improvements and more efficient ways of working and utilising facilities.
- You will operate an effective maintenance workshop, ensuring a safe working environment and maintaining tools and equipment in good, safe working order.
- You will ensure that plant and machinery is maintained to manufacturers specified standards and that servicing schedules are adhered to, reporting any defects to the Maintenance and Services Supervisor.
- You will ensure that all contracts are delivered effectively and efficiently and you will work well with any contractors.
- You will assist the Maintenance and Services Supervisor in maintaining and monitoring reasonable stock levels of maintenance materials.
- You will undertake caretaking, security and cleaning duties as required.
- You will work closely with other members of the Facilities Team to respond to requests for work.
- You will monitor the condition of the College properties and report maintenance and safety issues to the Maintenance and Services Supervisor.

You will participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.

You will follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update your own CPD (continuous professional development) record.

CRITERIA

RECRUITMENT - short listing criteria

- Good standard of general education, including English and Maths
- Relevant level 1 qualification or equivalent experience
- Experience of working with young people and the public
- Experience of working in a manual environment
- Experience of multi trade repairs
- Full UK Driving Licence

ESTABLISHED

- Completed probation period satisfactorily
- Completed Induction programme
- Completed relevant Health & Safety modules
- Completed appointed person First Aid
- Has demonstrated a range of practical skills to a standard equivalent to those required in a level 2 trade qualification (tasks require to be assessed and signed off by team supervisor on competency skills matrix)

EXPERIENCED AND QUALIFIED

- 2 years' experience in job role
- Evidence of CPD
- Has demonstrated a range of practical skills to a standard equivalent to those required in a level 3 trade qualification (tasks require to be assessed and signed off by team supervisor on competency skills matrix)

DEVELOPMENT STAGE – to demonstrate College values and behaviours

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PERSON SPECIFICATION (to be assessed at the interview stage)			
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Well organised • Flexible approach • Maintains pride in delivering a quality service • Team player • Has a positive, enthusiastic and 'can do' attitude • Customer orientated • Self-motivated • Professional outlook and appearance • Able to work with minimal supervision • Aware of cultural diversity • Able to work flexible hours/days to meet service needs. 			
SKILLS AND EXPERIENCE <ul style="list-style-type: none"> • Experience of multi trade and building works in a variety of sectors • Experience of planning preventative maintenance • Effective verbal communication and written skills • Good organisational and time management skills • Knowledge of Health & Safety issues e.g. COSHH, Risk Assessment 			
Date approved			
Date reviewed	June 2017		

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.

