

# Job Title: Facilities Assistant

* Document date: 13 March 2023
* Department: Facilities
* Responsible to: Facilities Manager
* Pay: £17,591.20 pro-rata (FTE £20,475)

## Main Purpose of the Job

Responsible for the care and upkeep of the building and grounds.

## Qualifications and Experience

A good knowledge of Health & Safety regulations, Care of Substances Hazardous to Health (COSHH), fire regulations, risk assessment and basic DIY skills. A current DBS or being on the DBS update service would be desirable. Practical experience in a similar role would be advantageous.

## Key Responsibilities

* Unlock the building in the morning and lock up at the end of the day
* Responsible for contractors who come on to the site and the general security of the building
* To assist with carrying out minor repairs and maintenance with the Facilities Officer
* Control of heating and lighting at appropriate times
* Ensuring the premises are clean and that rubbish is collected and taken away
* Arranging chairs and tables for meetings and clearing away afterwards
* Storing equipment and supplies safely
* Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
* Replacement of consumables (soap, toilet rolls, hand towels)
* Maintaining a variety of records and monitoring meter reading and fuel usage
* Any other jobs as may be required

## Hours of Work

* 30.5 hours per week, which will include early mornings, evenings and weekends
* Hours are subject to change and the needs of the business, rotas for these hours will be issued 2 weeks in advance by the Facilities Manager
* You may be called out for out-of-hours emergencies
* Some overtime may be required, single time rate up to 48 hours
* Double time for call outs