

Role Description

Job Title: Site Facilities Officer

Context: The College Estates team are responsible for the delivery of services that ensure the physical environments provided to employees, students and visitors facilitates the delivery of an outstanding experience.

Responsible to: Site Facilities Supervisors

Responsible for: The effective execution of all tasks and activities as directed by the Site Facilities Supervisors

Main Duties:

- Work flexibly as part of the Estates team to ensure the smooth running of the College's premises and facilities
- Set up rooms and equipment to support the delivery of the College's business
- Contribute to the locking and unlocking of College buildings as directed by the Site Facilities Supervisors
- Ensure that College buildings are safe and secure and report any incidents or hazards to the Site Facilities Supervisors or management team promptly
- Monitor the effectiveness of heating, lighting and other essential facilities and report any issues to the Site Facilities Supervisors promptly
- Ensure the College's physical environments are clean and tidy and that all College employees, students, and visitors feel 'welcome and worthy' at all times
- Carry out a range of routine maintenance and repair tasks as directed by the Site Facilities Supervisors
- Undertake a range of cleaning and grounds maintenance tasks, including clearing rubbish and servicing hygiene equipment, to ensure a high standard of health, safety and cleanliness
- Contribute to fire alarm system-testing and support emergency evacuations as and when required

- Contribute to the supervision of visitors and contractors as required by the Site Facilities Supervisors
- Support all Goods-In activities as required by the Site Facilities Supervisors
- Facilitate the management of Waste Disposal and Recycling for the College
- Take immediate action in the event of accidents and incidents and administer first aid where appropriate
- Assist the Site Facilities Supervisors and other College employees with projects and initiatives to promote good student behaviour

Other General College Duties:

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events
- Participate in training and team development activities, to develop and update skills and knowledge
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of your contribution to them
- Be aware of the College's Equality policies and demonstrate commitment and enthusiasm to promote the principle of equality and diversity throughout all aspects of your work
- Be familiar with Safeguarding requirements as outlined in the College's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.