



JOB DESCRIPTION

POST TITLE: FACILITIES TECHNICIAN
POST NUMBER: WREQ2047
GRADE: HAY 11

JOB PURPOSE

As instructed to provide a student customer, caretaking, reprographics and security service around the Colleges Campuses.

KEY TASKS/DUTIES

The person appointed will be responsible to the Line Manager:

- To be a focal point and point of call for customer (Student) support.
- To provide reception cover to include answering telephone, customer service and all front of house duties.
- To support the safety and security of the College premises, vehicles and contents thereof.
- To have an understanding of and operate all Facilities Department computerised and electronic systems including CCTV in use on College premises.
- As instructed, to ensure that the premises are properly maintained and all lighting and heating systems and equipment are functioning. To undertake minor repairs and decorations as requested.
- To report any Health and Safety hazards or maintenance/minor works to the Line Manager.
- To receive deliveries of goods made to the premises and convey such items to other parts of the premises.
- As instructed, oversee the parking of cars on college premises.



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- To undertake backup cleaning as required by operational demands, including the maintenance of any equipment used in an efficient working order.
- To set the alarm system and lock the building at the end of the College day.
- To maintain the tidiness of all areas and undertake the disposal of waste material from the premises.
- To ensure all public areas and classrooms are fit for occupation and usage taking appropriate action where necessary.
- To carry out grounds maintenance to the College estate, including grass, shrubs, trees and flowerbeds as required.
- To provide a reprographics service.
- To be a trained Qualified First Aider.
- To undertake training commensurate with the normal roles expected to be undertaken within this Job description.
- Complying with Information Security requirements, in line with Weston College policy.
- To undertake any other duties as required as are commensurate with the grade of the post and carry out other such duties relating to the use of the premises as may be necessary and required by the senior responsible officer of the College.



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PHYSICAL EFFORT

From time to time facilities staff will be required to move large or heavy objects, mechanical aids will be used where possible. However some physical effort will be required. It is the responsibility of every individual to make an assessment before the lifting is to be carried out, to assess that it can be undertaken without injury. The post holder will undergo training in manual handling.

THE WORKING ENVIRONMENT

Some of the duties contained in the job description will necessitate being carried out during inclement weather e.g. car park duties. However protective clothing is available and will be issued. There may also be duties that require individuals to clean areas after client abuse. Full protective clothing is available.

SPECIAL NOTES AND CONDITIONS

The post holder will be required to be available and respond to call outs (on a rota system) at College premises, some of which may occur outside of the working week.

A flexible approach to service delivery will be required to cover peaks and troughs in service delivery.

The post holder will be required to work towards a First Aid at Work Certificate (if not already held) and participate on the College's First Aiders rota.

The post holder will not be allocated to a specific campus, and will be required to be flexible in order to provide cover throughout the organisation.

Training commensurate with the role will be provided.

Uniform, working rig clothing and personal protective equipment appropriate to the task in hand will be provided free of charge.



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HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. Staff are required to refer to Weston College Health and Safety Policies in respect to their specific duties and responsibilities.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Hay 11 Scale, Points 14-17: £16,992.00 - £18,078.00 per annum.

Hours of attendance: 37 hours per week.

Annual Leave: 281.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to five days of your annual year entitlement for efficiency purposes.

Weston 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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Excellent customer service skills.	✓	
Full driving licence.	✓	
Ability to work on own initiative.	✓	
Proactive approach to problem solving.	✓	
Flexible approach to service delivery.	✓	
Computer literacy.		✓
Previous facilities and/or caretaking experience.	✓	
Previous security experience.		✓
The ability to undertake the technical reprographics duties.		✓
Excellent communication skills.	✓	
Excellent organisational and interpersonal skills.	✓	