

Job Description

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| Directorate | Finance & Corporate Services |
| Department | Facilities |
| Section | Estates |
| Job Title: | Building Services Officer |
| Reports To: | Facilities & Minor Works Manager |

Job Purpose

The post holder will work as part of a team providing a range of building services, including maintenance duties, security duties and general caretaking duties to ensure a safe, clean and well-maintained environment for students, staff and visitors.

This role will be subject to leave restrictions during enrolment and September periods and will be required to work across the College's various campuses.

Main Responsibilities

The role is responsible for security, safety and cleanliness of College buildings and grounds together with minor works maintenance and repairs ensuring excellence customer care and quality services are delivered as standard.

Working as part of a team across the campus, the Building Services Officer will ensure all staff, students and visitors along with College buildings, valuables, resources and assets are safe and secure.

You will encourage and engage in an ethos of shared responsibility and respect to enable the safety, security and wellbeing of any user of the College.

This is a flexible role providing support across all premises occupied by the College and as such there is no fixed workplace attached to this role.

Main Tasks

Act as a College key holder.

Open and close college buildings as defined by the Facilities Manager, ensuring building are fully vacated before closing.

Understand and operate the College's intruder and fire detection solutions, ensuring buildings are left in a secure and safe state.

Undertake routine inspections of all Internal and external communal areas, including car parks, ensuring boundaries are secure and report on any issues.

Operate the CCTV solution in accordance with College policies.

Respond to security incidents.

Respond to fire alarms and manage associated panels and equipment.

Maintain a daily College incident / activity log.

Undertake regular compliance works, such as fire detection solution, fire extinguisher, emergency lighting testing and outlet turning.

Ensure students, staff and visitors adhere to agreed College policies.

Work with the Customer Experience Officers to ensure reception areas are clean and tidy.

Work with the Customer Experience Officers to ensure packages are routed correctly.

Assist the Facilities and Estates Managers with the annual fixture, fittings and equipment audits.

Conduct inter site deliveries.

Undertake general janitorial duties, such as grounds maintenance, waste disposal & recycling and room reconfiguration.

Provide support to the Customer Experience Officers as determined by the Director of Facilities & Technical Services.

Carry out basic maintenance works, such as ceiling and carpet tile replacement, fixture repairs, and painting and joinery works.

Work alongside contractors to complete major project works.

To undertake any other duties deemed commensurate with the post and required by the Estates Facilities Manager as required.

General

None

Special Features:

None

Responsibilities common to all staff

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.

Review

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist

| Qualifications | | Essential | Desirable | How Assessed |
|--------------------------|---|-----------|-----------|--------------|
| 1 | SIA training/qualification/licence | | ● | A/C |
| 2 | Health & Safety Awareness training/qualification | | ● | A/C |
| 3 | NVQ Level 2 in Carpentry & Joinery or equivalent | | ● | A/C |
| 4 | Qualified at level 2 in English and Maths | ● | | A/C |
| Experience and knowledge | | | | |
| 5 | Knowledge and experience of Security roles & responsibilities | ● | | A/I |
| 6 | Experience of using CCTV systems and downloading images in accordance with the Data Protection Act | | ● | A/I |
| 7 | Previous experience in a similar role in a school / college / facilities management environment | ● | | A/I |
| 8 | Knowledge of janitorial works in a facilities and maintenance management environment | ● | | A/I |
| 9 | Knowledge of carpentry & joinery techniques to effectively undertake a range of carpentry and joinery tasks. | | ● | A/I |
| Skills & Abilities | | | | |
| 10 | Ability to receive and act upon verbal and written instructions. | ● | | T |
| 11 | Ability to deal with multiple tasks and to co-ordinate these effectively | ● | | T |
| 12 | Able to communicate effectively, both verbally and written, to produce quality written records and clear verbal reports (e.g. Log book entries, incident reports) | ● | | I |

| 13 | Excellent customer service skills. | ● | | T |
|--------------------------|---|-----------|-----------|--------------|
| Personal Characteristics | | Essential | Desirable | How Assessed |
| 14 | Has high expectations of self and others | ● | | I/T |
| 15 | Takes responsibility for work activities and personal actions and delivers on commitments | ● | | I |
| 16 | Innovative in response to changing circumstances identifying and or implementing new or improved approaches | ● | | I |
| 17 | Builds positive relationship with others maintaining mutual trust, candor and respect | ● | | T |
| 18 | Does the right thing in the right way and is honest and transparent in their approach | ● | | T |

Key

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| A | Application |
| I | Interview |
| T | Test |
| C | Certificate |
| P | Presentation |

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

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|----------------------|---|
| Salary | £18,325 per annum |
| Holidays | 35 days inclusive of 8 statutory bank holidays rising to 40 days after 5 years' service |
| Pension | LGPS Pension |
| Contact Type | Permanent |
| Working Weeks | 52 |
| Hours of Work | 35 per week (Flexible work pattern) |