

## **Facilities Assistant**

**£6,995pa pro-rated or £13.45/h**

**10 hours/week flexible hours**

**Fixed term until end of July**

*We are looking for a flexible and reliable individual to join our friendly, fast-paced team providing facilities and portering support across our Union buildings.*

### **What's the job?**

This role is part of a friendly, hands-on team providing flexible facilities and portering support across the Union buildings, helping to ensure spaces run smoothly for staff, students and officers. The work is varied and may include setting up rooms for events and meetings, supporting with basic technical equipment, moving furniture and equipment between locations, and assisting teams with effective use of storage. The post also contributes to maintaining safe, tidy and welcoming environments by identifying and addressing hazards, keeping key areas clear, and working closely with university teams to ensure high standards of health, safety and compliance are upheld.

### **Who you are:**

A proactive and adaptable individual who enjoys working as part of a busy, supportive team, with a willingness to get stuck in and take on a variety of tasks. Brings a practical, hands-on approach to work, with the ability to support events, assist with basic technical setups, and respond positively to changing priorities. Committed to maintaining safe, tidy and well-organised spaces, with a strong awareness of health and safety and a focus on providing a helpful, reliable service to staff and students.

### **Why apply?**

Apart from being paid for a job you will love, there are other benefits for joining us. We have a culturally diverse and progressive atmosphere; you will get generous paid holidays and flexible working patterns. We are professionals and take pride in the work that we do but we also do not take ourselves too seriously, so expect a casual dress code and work environment. You will also be eligible to apply for a TOTUM (NUS Extra) discount card, accessing a range of savings from leading retailers. Alongside that, we understand the value and importance of our staff continuously developing personally and professionally.

**We're committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.**

If you would like any further information or an informal enquiry about the roles please contact Alex Glasgow, HR Coordinator at [a.glasgow@shu.ac.uk](mailto:a.glasgow@shu.ac.uk)

**For further information and an application pack (please note we do not accept CVs without the supporting documents), please visit the Sheffield Hallam Students' Union website**

<https://www.hallamstudentsunion.com/jobs-with-shusu/>.

Closing date for receipt of all applications is **10:00am on 8<sup>th</sup> April 2026**

Interviews are currently planned to be held on **20<sup>th</sup> April 2026**