

Facilities Assistant Job Description

Fixed Term until end of July

Salary: £24,480 (£10,493 – £13,990pa pro-rated)

Responsible to: HR Specialist

Hours: 15 - 20 hours per week – Flexibility in shift pattern required

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

The provision of flexible, responsive facilities support and portering service to staff, students, and officers in the Union buildings. The role is varied, and the post requires flexibility and adaptability

2. Main Duties and Responsibilities

Technical Support

- Assist with the use and maintenance of installed technical set ups and equipment within the building for events and meetings.
- To prepare rooms for meetings and other functions including setting up furniture as directed and in accordance with room booking forms and requirements and to assist in the reconfiguration of rooms.
- Assist with transporting goods, furniture and equipment across and between sites.
- Ensuring a consistent level of tidiness in workspaces.
- Liaising with teams to ensure effective use of short and long term storage.

Compliance/Health and Safety

- Ensure compliance with best practice and statutory requirements in relation to Health and Safety.
- To ensure that the premises are safe. To rectify and report any hazards, including keeping the fire exits clear.
- Liaise with the University support teams in relation to portering, cleaning and health and safety.

PERSON SPECIFICATION
Job Title: Facilities Assistant

Requirements		Essential Desirable	Assessed by*
1	Qualifications/Training		
1.1	Relevant Health and Safety related qualifications or training (e.g. manual handling, COSHH)	D	A
2	Experience		
2.1	Previous experience delivering portering services	D	I
2.2	Previous experience in a building support role	D	A/I
2.3	Experience of working with AV equipment for meetings	D	A/I
3	Knowledge		
3.1	Health and Safety legislation particularly regarding manual handling, fire evacuation	D	A/I
4	Skills & Attributes		
4.1	Ability to work independently at times without supervision	E	A/I
4.2	Able to demonstrate excellent customer services	E	A/I
4.3	Reliable, with good timekeeping and attention to detail	E	I
4.4	Ability to work as part of a team	E	I
4.5	Ability to undertake physical tasks that may involve bending, stretching, and lifting	E	A/I
4.6	Basic IT skills e.g., emails, Microsoft Office, web browser	D	A/I
4.7	Able to work flexibly including some weekends and evenings	E	I

*A: application form, I: Interview