

**Job description: Estates and Facilities Assistant**

<b>Status</b>	<b>Permanent</b>
<b>Base</b>	The post-holder will be required to work cross-college on all parts of the estate. On appointment, one of the Centres will be appointed as the main place of work, but with the expectation that the other Centres/buildings will also be worked in as required
<b>Salary</b>	<i>Circa £27,899</i>
<b>Hours of work (per week)</b>	40 per week on a shift pattern covering College opening hours  Some weekend and late working may be required, paid as overtime
<b>Reports to</b>	<i>Facilities Manager</i>
<b>Manager to</b>	<i>No Line Management Responsibility</i>

**ROLE PURPOSE**

To work as part of a wider Estates and Facilities Team (including key out-sourced service providers) to ensure that the College functions in an efficient and timely manner, providing staff and learners with an environment that is safe, secure, clean and hygienic.

**MAIN ACCOUNTABILITIES**

- 1) To check and ensure that the premises are open, clean, secure, equipped and safe for daily activity
- 2) Ensure that the external areas of the building are kept in a clean and safe

condition

- 3) To carry out minor repairs and maintenance of items as requires/instructed
- 4) To Ensure that furniture and equipment are set up and available for course use in rooms as instructed by lecturers or the Estates Management
- 5) Be responsible for the locking and unlocking of the building at such times as are required, including the setting and disabling of internal alarm system.
- 6) Be a designated key holder, available for call-out if requested by the police or other emergency services, or the College in urgent situations.
- 7) Be responsible for ensuring the operation of heating and ventilation on a day-to-day basis to a satisfactory standard.
8. To oversee and control refuse disposal.
9. Carry out delivery or collection of equipment or materials as required.
10. Clear up spillages, including bodily fluids, promptly and safely.
11. To provide support and extra cover as required in other areas of the wider estates team including but not exclusively cleaning, security and catering teams
12. Ensure that fire safety equipment and signage are maintained and assist in evacuation procedures.
13. Carry out work in a safe manner with full regard to current health and safety legislation.
14. Monitor contractors whilst on site and as directed by the Estates Management
15. Carry out duties in accordance with the College's Equality, Safeguarding and Health & Safety policies.
16. To provide first aid cover, as a designated first aider and keep first aid at work qualification up to date.

**A. General College Responsibilities**

- All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:
- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with

- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation
- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

**Safeguarding children and vulnerable adults:**

- The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible and carry out any duties as may be required and that are reasonable. Any changes of significance will only be made following a discussion with the post holder.

**WORKING WITH**

The post holder will work closely with:

- Director of Estates and Facilities
- Facilities Manager
- Buildings Manager
- Estates and Facilities Administrator
- Security and cleaning (parts of the wider Estates team)
- Reception team (Student Services)
- Senior Leadership, College Leadership and Programme Area Managers

**DBS STATUS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and is a regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

## PERSON SPECIFICATION

Job Title:	Estates and Facilities Assistant
<b>Essential Criteria:</b>	
<ul style="list-style-type: none"> <li>• Previous experience in a similar post, ideally with members of the public</li> <li>• Be experienced in dealing with contractors and cleaning staff on a day-to-day basis</li> <li>• Sound knowledge of health and safety matters relating to the post</li> <li>• Have basic handy-person skills in carpentry, plumbing, painting, DIY</li> <li>• Have effective written and verbal communication skills</li> <li>• Ability to identify and prioritise work and to use initiative in problem solving and when dealing with queries</li> <li>• Be able to lift and carry objects</li> <li>• Excellent organisational skills and the ability to meet deadlines and proven ability to work unsupervised</li> <li>• Ability to work well under pressure and respond to conflicting demands</li> <li>• Excellent interpersonal skills with an ability to establish good working relationships with staff and others to work as part of a team.</li> <li>• A track record in providing excellent customer service and care</li> <li>• Be able to work in a shift rota as part of a team and to work evenings and weekends as required by the College</li> <li>• Have proven ability to relate effectively to a variety of people in a learning environment.</li> <li>• Understanding and awareness of and commitment to equal opportunities, diversity &amp; safeguarding</li> </ul> <p>Reliable, responsible personality</p>	
<b>Desirable Criteria</b>	
<ul style="list-style-type: none"> <li>• Educated to at least Level 2 (2 GCSEs, or equivalent) with relevant experience</li> <li>• Experience working with a cross-section of people</li> </ul>	

**April 2025**