

Post: Estates & Facilities Assistant

Responsible to: Estates & Facilities Manager

JOB DESCRIPTION

Purpose of Job

To ensure that the college building, residential accommodation, Business Park and grounds, systems and services are well maintained, safe and secure. To undertake portering and other property associated duties as requested.

Key responsibilities

- Ensure all classrooms and public rooms are serviced, set up and maintained on a daily and ad hoc basis, as required for college or corporate use.
- Provide support for digital/ICT equipment ensuring it is set up and in working order when requested.
- Carry out monthly maintenance inspections and report on the decoration and building fabric, undertaking any remedial works where possible.
- Monitor the college booking diary, and ensure all rooms are prepared and set out for college or commercial needs as noted in the events calendar.
- Ensure that all access roads, paths and perimeter fences are maintained and kept in a good state of repair.
- Liaise with and be aware of the work of contractors and ensure Health & Safety requirements are adhered to as directed by the Estates & Facilities Manager.
- Manage and adjust all college heating and lighting time clocks and adjust as required throughout the year.
- Check the operation of the mechanical/electrical equipment in the college sewage pumping station on monthly basis.
- Report to the Facilities Manager regarding any maintenance requirements relating to the college, the Business Park and the grounds.
- Liaise with students, lecturers and housekeeping staff and assist with portering duties as required.

- Undertake out of hours call outs and duties as required in order to preserve college building and ground security and alarm management.
- Undertake all routine H&S checks including routine check of the college heating and hot water facility and intruder and fire alarm systems.
- Undertake daily checks on all fire escape routes and for any tampering/faults with fire safety equipment/alarms, ensuring all exits are clear and all signage is in place. Organise and carry out Monthly fire alarm drills.
- Liaise with prospective Business Park tenants and monitor tenant lease compliance as instructed by the Facilities Manager.
- Contribute to the up-keep and presentation of the college grounds and Business Park as specified by the Facilities Manager.

To undertake any other appropriate duties as directed by the Facilities Manager.

CONDITIONS OF SERVICE

Post Title:	Estates & Facilities Assistant
Location:	Newbattle Abbey College
Term of Appointment:	Full-time, permanent - 35 hours per week
Remuneration:	£18,893 - £19,321
Pension Scheme:	Lothian Pension Fund Scheme
Reporting to:	
Holidays:	45 days per year (including 10 public holidays)
Closing date:	28 June 2021

Person Specification

Education and Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Educated to either Intermediate 1 General Standard Grad, NC or SVQ Level 1 or SCQF Level 4 equivalent • Awareness of Health & Safety procedures • First Aid at Work Certificate or willing to work towards 	<p>Desirable</p> <ul style="list-style-type: none"> • Current UK driving licence • Educated to NC/SVQ level or an equivalent qualification in an appropriate trade related discipline
Experience and Knowledge	
<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of electrical work and central heating systems • Experience of working with contractors to ensure work is completed to a set standard 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in building services industry • Knowledge of Digital/ICT equipment • Previous experience in Estates technical functions
Skills and Ability	
<p>Essential</p> <ul style="list-style-type: none"> • Good customer services skills • Ability to work on own initiative to problem solve • Ability to keep records and comply with procedures • Excellent communication skills • Good IT skills • Excellent DIY skills 	<p>Desirable</p> <ul style="list-style-type: none"> • Ability to use a range of Microsoft office packages