

**Post:** Caretaker/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**

<b>Post Title:</b>	<b>Estates &amp; Facilities Assistant</b>
<b>Location:</b>	Newbattle Abbey College
<b>Term of Appointment:</b>	Full-time, permanent - 35 hours per week
<b>Remuneration:</b>	<b>£18,893 - £19,321</b>
<b>Pension Scheme:</b>	Lothian Pension Fund Scheme
<b>Reporting to:</b>	
<b>Holidays:</b>	45 days per year (including 10 public holidays)
<b>Closing date:</b>	11 October 2021

## Person Specification

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