

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Part-time Facilities Assistant Permanent – 15 hours per week £18,403 per annum pro rata Closing Date – 9th June 2016
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Post Holder	Vacant
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Accountable To	Facilities Team Leader
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Responsible For	Contributing towards an effective and efficient Facilities Management Service.
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Department	Facilities
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Overall Purpose of Job
As part of a team of Facilities Assistants, provide a wide range of services to support all users of the Scottish Borders Campus and all Borders College Buildings and Facilities.

Main Duties and Responsibilities
<p>The following outline of major tasks, activities and areas of responsibility is not exhaustive. Post holders are expected to carry out activities within their ability/experience and within the overall remit and spirit of the post.</p> <p>Security and Fire Protection</p> <ul style="list-style-type: none">• Regularly check that door entry systems are working and locks are secure.• Carry out regular patrols to demonstrate presence and prevent damage, interference with property and unauthorised entry to the Campus. To assist in maintaining order and discipline in the student population in non-teaching spaces.• Act in the role of Fire Marshal in the event of a fire or practice drill.• Ensure the safe custody of articles left or lost by students, staff or visitors until they are claimed. Maintain a lost property register in compliance with the college policy.• Log all thefts from the College and report incidents to the Assistant Facilities Manager.• Provide security cover at the main reception desk as required.• Liaison with emergency services as necessary.

Building Management

- Carry out minor building repairs and works, for example fixing locks and door handles, unblocking drains and carry out flushing regime of water outlets, installing pin boarding, replacing light bulbs and fuses, etc.
- Liaise with contractors and service providers on a day-to-day basis as required and ensure contractors comply with the Permit to Work procedures and Health & Safety regulations.
- Regularly inspect the Campus premises and notify the Facilities Helpdesk of any defects observed, in order that repairs can be instructed.
- Respond to Facilities Helpdesk calls as assigned by the Assistant Facilities Manager or Team Leader.
- Check and operate the building management system, boiler and heating systems, lighting controls and other buildings systems. Management of Legionella risk assessments, identify and repair or report faults where applicable.

Mail Room, Goods Inwards and Portage

- Collect and distribute goods, materials and equipment around the Scottish Borders Campus and between all College campuses and outreach centres in accordance with procedures.
- Set up furniture and equipment in lecture theatres, meeting rooms, and other areas to meet curriculum and operational requirements.
- Carry out internal staff moves, liaising with ICT and other sections to ensure minimum disruption to customers.

Cleaning

- Respond to and deal with accidental spillages during period's outwith cleaning hours.
- Keep all College areas free of litter.

Grounds Maintenance

- Keep all hard landscaped areas, paths and car parks within the premises boundaries free of litter.
- Maintain safe pedestrian access to the premises by salting and/or snow clearance.
- Grass cutting and light weeding/use of spray to control weeds on paths, roads and parking areas.
- Remove graffiti, cigarette ends and chewing gum residue

Parking and Vehicle Fleet

- Monitor the use of the Campus car park, ensuring spaces designated for visitors and disabled persons are used correctly. Take appropriate action in the event of unauthorised use.
- Maintain the College fleet of vehicles (non-mechanical maintenance

only). Ensure vehicles are kept clean, serviced, taxed, fuelled and any damage reported.

Waste Management

- Assist with the operation of the College’s waste management/ recycling strategy as required. To remove confidential and shredded waste paper from staff areas to uplift point in plant room. To assist with the removal of waste from other departments on an ad-hoc basis.

Other Duties

- Ensure that where a fault, system or breakage could cause danger and risk to users of the premises, immediate steps are taken to isolate the danger and to prevent use of the room, building, apparatus or system and to report the fault to the appropriate authority.
- Prepare accommodation for any external lets and ensure let times and conditions are adhered to and that afterwards premises are ready for normal College programme. Record and report any breaches of discipline or vandalism that occur during lets.
- Display and remove notices e.g. temporary notices for meetings/ seminars; fire evacuation/drills; signs/notices during alterations; hazard warning etc.
- Provide assistance to people using the building and grounds.
- Contribute to the Facilities team plan and monitoring of progress towards achievement of team targets.

Personal and Professional Development

- Adopt flexible working methods to meet the changing needs of the College.
- Take part in any training and development activities identified as appropriate to the post

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date

BORDERS COLLEGE

JOB DESCRIPTION

(Line Manager)

PERSON SPECIFICATION

KNOWLEDGE		Essential or Desirable
	Knowledge of building security and maintenance	E
	Knowledge of building management systems	D
	Knowledge of grounds maintenance, fleet and waste management	D

EXPERIENCE		Essential or Desirable
	Experience of operating in a multi disciplinary environment	E
	Experience of operating building management and alarm systems	E
	Experience of working within an educational establishment	D
	Experience of stock control of janitorial supplies and equipment	D

INTERPERSONAL SKILLS AND ABILITIES		Essential or Desirable
	Ability to prioritise and manage workload.	E
	Able to be part of a team, contributing to team objectives	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Ability to work flexibly and effectively respond to changes	E
	Ability to influence and motivate other team members	D

Sound IT skills	D
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WORK-RELATED CIRCUMSTANCES		Essential or Desirable
Knowledge/experience of Education/FE culture		D