

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Tweedbank Campus Assistant
Post Holder	
Accountable To	Greg Steel
Responsible For	Maintaining operational areas of the Tweedbank Campus including providing assistance within Construction/Engineering workshop duties
Department	Construction

Overall Purpose of Job
To assist with the general operation of the Tweedbank campus and provide specific services to the construction department staff and its students by maintaining effective workshop areas and maintain a safe working environment.

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| Main Duties and Responsibilities |
| <p>To</p> <ul style="list-style-type: none"> • Dismantle models and clean materials retaining as much as possible • Mix mortar as required, keep a check on lime/sand and inform lecturer in advance when reordering is necessary. • Keep workshops and all project areas clean and tidy, complete daily cleaning tasks including ensuring toilets are kept clean and well stocked, clean floors, social and teaching areas and removal of all waste. • Complete annual rest of building including removal of student works and deep clean/floor cleaning and polishing of floors. • Keep plant and equipment clean and well maintained. • Unload all incoming materials, complete goods received notes and stack and store it. A record should be made of all new materials. • Help to educate students to work cleanly and safely by setting good example. • Help maintenance staff and construction lecturer. • Order replacement skip when necessary. • Participation in staff development and appraisal scheme (sdas). • Comply with college systems for quality and health and safety. • Attendance at core communication sessions.
 • Forklift driver • Fire alarm testing • Carry out fire evacuation • Security • Read and report utilities readings on a weekly basis. • Cutting bricks/blocks on masonry saw • Safely operate workshop machinery • Adjust workshop heating system as required • Putting up kits for students to build against and setting up for student skills test. |

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- Maintain external areas on the campus including car park and walkways at all times including ensuring paths and parking areas are appropriately gritted and cleared of Snow/ice as required.
- Undertake minor repairs around the building.
- Attendance at internal and external meetings as required.

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Counterbalance Fork Lift Drivers Licence	Desirable
First Aid Qualification	Desirable
Ticket for safe use of Masonry Saw	Desirable

KNOWLEDGE	Essential or Desirable
Understand the different mortar mixes and how to produce the correct mix.	Essential
A sound knowledge of the construction industry	Essential
A sound knowledge of construction materials	Essential
A sound knowledge of mechanical engineering	Desirable
Understanding how to dismantle work in a safe working environment	Desirable
Understanding Fire Alarm systems	Desirable
Understanding Security Alarm Systems	Desirable
Understanding heating and ventilation systems	Desirable

EXPERIENCE	Essential or Desirable
Mixing Mortar	Essential
Driving a forklift	Essential
Operating a pan mill mixer	Essential
Operating a Masonry Saw	Essential
Operating workshop machinery	Desirable
Undertaking minor maintenance and repair work	Desirable
Undertaking cleaning responsibilities	Desirable
Working with Fire Alarm systems	Desirable
Working with Security Alarm Systems	Desirable
Operating Heating and Ventilation systems	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential