



HIGH
SPEED
RAIL

NATIONAL COLLEGE FOR HIGH SPEED RAIL

JOB DESCRIPTION

Job title: **Site Facilities Assistant**



Job title:	Site Facilities Assistant
Salary	Up to £18,720 per annum
Hours	40 hours per week
Reporting to:	Facilities Manager
Location:	Birmingham based with some travel, including occasional visits to the Doncaster site.
The location, hours of work and duties could be varied according to the needs of the service.	

1. Job purpose

The National College for High Speed Rail is a brand new incorporated FE College that is being established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College will train learners from the age of 18 in Higher Apprenticeships and higher education programmes. Learners who have attended the National College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The college's vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of 'spokes' via partner arrangements across the UK.

Being involved at the beginning of this exciting journey, we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development and the scope to influence the future of the further education sector.

2. Job purpose

To have responsibility supporting the Site Facilities Supervisor in the day to day running and provision of facilities services at the Birmingham College site. This includes all activities associated with the availability & security of the Premises (including 24 hour call-outs); compliance with Health & Safety regulations, ensuring site cleanliness and maintenance and janitorial duties.

3. Reporting relationships

Reporting directly into the Site Facilities Supervisor & Facilities Manager.

4. Accountabilities

- Responsible for the security of the buildings, grounds and boundary including routine (Open & Lock-up) and non-routine opening of the premises and setting of alarms
- Working in a Shift pattern with the Site Facilities Supervisor to provide operational cover for the College as necessary (Currently shifts cover 6am-7pm Monday to Friday).
- Provide cover for Site Facilities Supervisor who may be on different shift, annual leave or absent due to illness.

- Maintenance and repair of all building fabric, mechanical, electrical and engineering systems within experience and capability.
- Undertake minor repairs and maintenance work including carpentry, plumbing, and general maintenance duties eg. Minor plaster repairs, replacing loose tiles, re-laying uneven paving, changing light tubes etc.
- Availability for Security and emergency call out service (24 Hour).
- Supervision of all sub-contract suppliers as necessary in the absence of the Site Facilities Supervisor or Facilities Manager.
- Supervision of all FM areas including plant room, workshops and stores.
- Carry out fire precaution checks, ensure provision of fire drill notices, check fire escape routes, ensure daily, weekly, termly and annual checks of fire equipment are undertaken and recorded.
- Participate as a lead role in Emergency Evacuation Drills.
- Be Available for any forthcoming College or Community events as requested by the Facilities Supervisor and/or Facilities Manager to provide security and janitorial cover.
- Ensure that contractors engaged in work on the College site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements and conditions of contract and are not harmful to the building fabric or staff, students etc, reporting to Facilities Supervisor/Manager as necessary.
- Ensure an attractive and welcoming site, clear of graffiti, litter and fallen leaves.
- Ensure that paths, steps, walkways, outdoor spaces, car park etc. are kept free of snow and ice as necessary.
- Ensure that all necessary steps and precautions are taken to prevent trespass and unauthorised parking.
- Reporting all repairs and maintenance needs outside of this job description to the Facilities Supervisor or Facilities Manager especially if they are a potential Health and Safety hazard.
- Responsible for signing job completion/customer satisfaction notes in the absence of the Facilities Supervisor, checking that contractors vacate the site on completion and sign in/out in line with College procedures.
- Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
- Take delivery of site stores and materials and equipment, ensuring correct distribution and storage within the College.
- Availability and flexibility for Setting out & Clearance of Furniture for Curriculum, Events or other meeting/functions as required.
- Report any Heating or Plant faults to the Facilities Supervisor to enable correct temperatures and the availability of an adequate supply of hot water. Arrange for any deficiencies to be corrected by the appropriate authority in the absence of the Facilities Supervisor.
- Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order and retain records of same.

- Carry out grounds maintenance work (if required) to ensure that the site has an attractive appearance including general clearance of litter and waste from shrub borders, hedgerows, grass areas, gullies adjacent to walls and paths.
- Undertake regular and routine clearance of drains and gullies to ensure these are kept free flowing.
- Ensure that all areas, particularly toilets are kept clean throughout the day to include spillages & bodily fluids.
- Clean windows, directional signs, name boards and cycle areas regularly as required.
- Carry out procedures in the event of any emergency and in response to an emergency call out including 'First Fix' repairs.
- Meeting room/Event set ups in line with Customer requirements.
- Ensure customer satisfaction is established and maintained by providing a 'quality' and pro-active service
- Maintain performance standards to ensure Customer expectations are exceeded

4. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your grade at your initial place of work or at any other college site.
- The college is committed to safeguarding, PREVENT and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

Sections			
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good communicator, comfortable and credible with people at all levels, able to create and sustain lasting customer relationships • Self-starter able to achieve deadlines. • Basic IT skills – Outlook, Word • Willing to work Shift Patterns • Ability to work alone and also being able to work in a team 	<ul style="list-style-type: none"> • E • E • E • E 	
Qualifications and training	<ul style="list-style-type: none"> • First aid qualified • Basic H&S awareness 	<ul style="list-style-type: none"> • D • D 	
Experience	<ul style="list-style-type: none"> • Experience in Facilities Services • Experience of operating in a high performance safety environment. • Have experience in building maintenance • Have experience in liaising with 3rd party contractors • Knowledge of Electrical, Mechanical systems including Intruder and Fire Alarm systems • Basic Craft/maintenance skills 	<ul style="list-style-type: none"> • D • D • D • D • D • E 	
Personal attributes	<ul style="list-style-type: none"> • Excellent people orientation skills, interpersonal sensitivity and inclusive style. Approachable and confident in dealing with people. • Willing to be flexible and have a good work Ethic • Smart appearance 	<ul style="list-style-type: none"> • E • E • E 	
Special requirements	<ul style="list-style-type: none"> • Able to work flexibly including some evenings and weekends • Able to travel independently between college sites and other external venues if required. • Willingness to train for further development or any aspect of the job as deemed necessary 	<ul style="list-style-type: none"> • E • E • E 	