



**Job Title:** Facilities Assistant  
**Grade:** 2  
**Salary:** £17,046 - £17,361 per annum  
**Department:** Estates and Digital Services  
**Hours/Contract:** 2 x Full Time Permanent Open Ended Contracts at 35 Hours per Week  
**Job Family:**  
**Reference:**

### Role Purpose

As part of our Campus Services team, you will play a vital role in supporting the day-to-day operations of our Estates and Digital Services Division by completing a wide variety of tasks. This will include minor repairs, grounds maintenance, setting up of teaching and conference rooms, safety equipment compliance testing and supporting University events.

Main Duties and Responsibilities	% Time
<p>1. To undertake facilities tasks as necessary and as allocated via the University job ticket system. To move, collect and deliver goods as required.</p> <ul style="list-style-type: none"> <li>• Reporting repairs and maintenance tasks which may require specialist skills.</li> <li>• To check, verify and provide additional details to requests received through the ECS Service Desk.</li> <li>• Carry out basic repairs of equipment within scope.</li> <li>• To ensure all facilities, rooms and external areas are ready for use each day – to include setting up rooms to an agreed layout or standard layout.</li> <li>• Keeping grounds, external fire escapes, bin stores and outbuildings clean, clear of litter and leaves.</li> <li>• Break down, packing and re-connect of existing PC's when supporting an office move (specific training provided)</li> <li>• Assembling and dismantling furniture</li> <li>• Use of the university fleet of vehicles</li> </ul>	45
<p>2. To undertake cleaning tasks as necessary, including, but not limited to: normal cleaning duties, external cleaning and out of reach cleaning; deep cleaning tasks such as carpet cleaning, jet washing, the use of solvent based cleaning chemicals, wall/window cleaning and the use of powered equipment.</p>	15
<p>3. Carrying out testing including fire alarm, fire equipment and fire evacuation points. Completing visual inspections of University buildings and assets. Reporting defaults and faults to the ECS Service</p>	5





Desk.	
4. To unlock and secure properties as necessary, including setting/disabling alarms. To allow appropriate access to internal areas and secure after use to prevent loss/damage.	5
5. Help staff to deliver events such as Open Days, exams, degree congregations, arrivals and out of hours' events by offering practical help and or advice. Welcome visitors to the University, present a positive image, and provide directions, direct traffic and report any emergencies or security concerns to University Security.	10
6. To support building operations as directed. Including, but not limited to; supporting building receptions, receiving and delivering post, collection and disposal of waste and working outside.	10
7. Ensure all duties are carried out with due regard to University or departmental policies such as H&S Risk/COSHH assessments, Harassment, Race Equality, Data Protection and respecting confidentiality.	5
8. To respond to emergency or unforeseen situations including, but not limited to: assisting with fire marshalling duties and supporting the implementation of the University Business Continuity Plan as directed.	5
<b>Internal and External Relationships</b>	
Daily contact with Site Porter/Receptions/Assistant Manager. Contact with staff, students and guests whilst performing portering duties, responding to requests and resolving simple problems.	
<b>Planning and Organising</b>	
The role requires the ability to amend own routines to take account of particular situations, workload and circumstances.	
<b>Qualifications, Knowledge and Experience</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Can demonstrate by previous experience the ability to work as part of a team to deliver a service whilst being able to work independently of others.*</li> <li>• Basic numeracy and literacy skills (oral &amp; written)*</li> </ul>	





- Full UK/EU driving license acceptable to the University’s motor vehicle insurance providers.\*
- Experience of using basic tools to assemble/dismantle furniture, and carrying out portering and cleaning duties.\*

**Desirable**

- First aid certificate
- Experience in a similar role
- Relevant facilities management and/or health and safety qualifications
- Basic IT skills include outlook and word and maintenance online software.

*\*Criteria to be used in shortlisting candidates for interview*

**Criminal Declaration**

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

**VITAL**

The University encourages all staff to live our [VITAL values](#) which are:

**Valuing People, Innovators, Together, Accountable, Leaders.**

**Equality and Diversity**

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

