



CONNELL
CO-OP COLLEGE

FACILITIES OFFICER

Purpose of role

The Facilities Management Team at Connell Co-op College are responsible for the security of the premises, health and safety issues, and the operation and maintenance of all facilities within the building and the grounds.

The Facilities Officer under the guidance of the Facilities Manager will be responsible for ensuring the role is carried out in a professional manner.

He/she will be responsible for the safe use and maintenance of equipment and materials and he/she will be expected to adhere to the college's rules and regulations relating to ICT, email and internet access.

Responsibilities

The Facilities Officer will be expected to:

- Ensure that the college and its grounds are maintained as a safe, professional and educational environment for all who work and study here.
- To support the Facilities Manager in his/her responsibility for ensuring the security of the buildings on the site.
- Act as a designated key holder, providing out of hours and emergency access to the college site.
- Assist the Facilities Manager to maintain a computerised record of all health and safety and building checks carried out by the Facilities Team and contractors.
- Support the Facilities Manager in the regular checking and arrangement of general maintenance within specialist areas such as heating, cooling, lighting, plumbing and security (including CCTV and alarms), to ensure safe and effective operation of the college and report back any issues to the Facilities Manager.
- Be responsible for regular maintenance checks and subsequent necessary actions.
- Be responsible for regular health and safety checks of the build, fitments, equipment and the college grounds.
- Be responsible for any contractors who come onsite and quality assure all work completed by contractors.
- Work as part of a team, to support colleagues and contribute to the vision and ethos of the college and be committed to personal development.



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- Undertake risk assessments and ensure compliance within the college with all Health and Safety COSHH regulations.
- Liaise with college staff and students on any buildings or grounds issues.
- Support the Facilities Manager with managing the college waste, refuse and recycling procedures and ensure that staff are aware of these requirements.
- Support the Facilities Manager with monitoring the performance of facilities management services both (hard and soft) contracts awarded by the college and keep a record of the specified standards criteria.
- Act responsibly to the natural environment.
- Provide a portering and furniture moving service in particular the organisation of staging and furniture for any college event.
- Monitor the car park.
- Assist with emergency cleaning.
- Ensure all equipment is maintained in a professional, safe and working order.
- Monitor and replace supplies to all washroom services.
- Regular weekend work is expected and is conducted on a rota basis within the department. This is paid as overtime at standard rate.
- To undertake any other duties that are commensurate with the role.

The duties of this post may vary from time to time without changing the general character of the post or of the level of responsibility within it.



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Person Specification

	Essential	Desirable
Qualifications and training	Willingness to undertake training relevant to the role.	GCSE English and Maths grade A*-C
		First aid qualifications
		Experience of working in facilities maintenance
		Experience of managing contractors
Knowledge and skills	Ability to undertake building repairs and general maintenance	Knowledge of health and safety procedures
	Ability to undertake activities requiring some physical effort such as lifting, carrying and working at height	Experience as a key holder and setting of intruder alarms.
	Ability to respond calmly in emergency situations	
	Ability to complete paperwork accurately and efficiently and to maintain records and reporting	
	Good numeracy and literacy skills and ability to keep accurate records	
Working within the College	Willingness to work flexibly including some evening and weekend work as required in consultation with the Facilities Manager / Principal	Experience of working in an environment with young people
	Willingness to meet the changing demands of such a role	
Personal Qualities	Trustworthy, reliable and able to use initiative	Willingness to become involved in extracurricular activities
	Able to work on their own or within a team	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.