

## JOB DESCRIPTION & PERSON SPECIFICATION

POST TITLE:	Facilities Assistant
RESPONSIBLE TO:	Operations and Facilities Executive
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
LEAVE ENTITLEMENT:	27 days annual leave per annum exclusive of Bank Holidays (increasing with length of service)
LOCATION:	Keele, Staffordshire
SALARY:	£25,000-£32,000 (depending on experience)

### POST OUTLINE

This is a permanent post supporting the Facilities Team in the effective and efficient management and maintenance of the Caudwell International Children's Centre and its grounds where services are provided for neurodivergent and disabled children.

You will assist the Operations & Facilities Executive with planned and reactive maintenance, installations, administrative tasks as well as managing building facility systems such as access, fire & security while providing support to the wider team on facility-related issues.

### DUTIES & RESPONSIBILITIES

- Provide & assist with hands-on planned and reactive maintenance to the building, grounds and its facilities
- Assist with planning and supporting external contractors completing maintenance on-site
- Complete routine health & safety inspections & tasks
- Maintaining and managing stock levels of facility consumables
- Provide assistance to the wider team with facilities-related tasks
- Complete and updating documentation, records and reporting for facilities / health & safety tasks

- Assist with the management of facility systems such as access control, security, fire, BMS, HVAC and energy management
- Ensure compliance with regulations, Approved Codes of Practice and quality systems
- Being a keyholder with shared responsibility for locking the premises and responding to alarm/emergency callouts
- Contribute and co-operate fully with any regulatory or organisational inspections/audits.
- Have an awareness of relevant health and safety regulations and legislation.
- Be responsible for your own health and safety and that of anyone else whom your acts and omissions may affect and maintain a professional and hygienic personal appearance at all times.
- Effectively maximise all resources available in the course of your duties, minimising waste and working within budgets.
- Demonstrate commitment to ongoing personal and professional development, maintaining professional portfolios and training profiles.
- Keep up to date and integrate any relevant new initiatives, regulations and legislation as appropriate to your role.
- To work effectively and collaboratively as a member of the team, building and maintaining good working relationships with all colleagues, stakeholders and professionals from external agencies.
- Creation of comprehensive and robust information monitoring that is shared at all levels of the Charity and allows clarity and understanding of performance.
- Adhere to all Caudwell Children policies and procedures.
- Demonstrate commitment to Caudwell Children's mission, vision and values.
- On occasion and when necessary, work flexible hours to meet the needs of the business.
- Willingness to travel in order to meet the needs of the post.

This Job Description indicates only the main duties and responsibilities of the post and is not intended as an exhaustive list. The post holder may be asked to carry out other duties from time to time. The Charity reserves the right to amend this Job Description from time to time, according to business needs.

## PERSON SPECIFICATION

### Essential Criteria:

- Experience in facility / building management
- Excellent team-working and communication skills.
- Excellent time management and organisational skills.
- Excellent interpersonal skills.

- Ability to work under pressure.
- Information technology skills, Excel, Word, Outlook etc.
- An openness and willingness to learn new skills and to put these into practice.
- A personal commitment to the organisation's values and principles.
- A commitment to the principles and practice of continual improvement and the provision of personalised services.
- A commitment to uphold the rights of children; vulnerable and disabled people.
- A commitment and the organisation's approaches to equality and diversity.
- A positive can-do attitude.
- Ability to demonstrate a flexible approach to work.
- Able to meet the physical requirements of the role after reasonable adjustments have been made for illness or disability.
- Undertake personal and professional development in order to meet the changing demands of the role.
- Able to travel to meet the needs of the role.

#### **Desirable Criteria:**

- IWFM / BIFM or equivalent facility management qualifications
- IOSH / NEBOSH or similar health & safety qualifications
- Trade qualification or background (joinery, electrical, plumbing etc.)
- In-date PASMA qualification
- Up-to-date In-Service Inspection & Testing of Electrical Equipment (PAT Testing) qualification
- Experience working with volunteers and students.
- Experience of working in the Charity/Third Sector.
- Experience of working in ISO regulated organisations.
- Experience of working in CQC regulated organisations.

This Job Description is not exhaustive. It outlines the general ways in which it is expected you will meet the overall requirements of this post.

#### **DISCLOSURE & BARRING SERVICE CHECKS**

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). This role is eligible for a basic disclosure DBS check.

## EQUAL OPPORTUNITIES

Caudwell Children is a Disability Confident employer committed to offering an interview to all applicants who meet the minimum criteria and declare they have a disability as defined in the Equality Act 2010. We are committed to creating a diverse environment and will not discriminate for any reason against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and other underrepresented groups.

