



Facilities Assistant

May 2022

FACILITIES ASSISTANT

Post Title: Facilities Assistant

Salary: SCP 20 - £26446.00 per annum

Location: CAPA College, Wakefield

This is a permanent contract – 37 hours per week – all year round

We are seeking to appoint a Facilities Assistant, to join a strong and successful team that are driven to ensure the best possible outcomes for students. The right person will have the ability to support, maintain and manage a clean, safe and well-maintained college environment that enhances and inspires learning and arts practices.

The successful candidate will support the daily maintenance, security and upkeep of the college building and facilities. Ensuring the building and its grounds and safe, well maintained and welcoming to all users.

This is an exciting opportunity for the right candidate to make their mark in a brand-new, state of the art multi-million pound college in the heart of Wakefield City Centre. This is a flagship building that will enable the highest quality of specialist Arts Education.

Details can be obtained from the school by telephone 01924 583737 or downloaded from our website www.capa.college.

CLOSING DATE: Monday 6 June 2022 at 9am.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ENHANCE ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE COLLEGE.

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references and an enhance Disclosure, Barring and Safeguarding check.



JOB DESCRIPTION

Salary: SCP 20 - £26446.00 per annum

Responsible to: Facilities Manager

Purpose of Role:

To develop, maintain and manage a clean, safe and well-maintained college environment that enhances and inspires learning and arts practices.

To support the daily maintenance, security and upkeep of the college building and facilities. Ensuring the building and its grounds are safe, well maintained and welcoming to all users. Undertaking general maintenance and ensuring compliance with H&S policies and legislation.

Main Duties - Facilities and Maintenance

- Support the Facilities Manager with the day to day running of the college building and facilities
- Daily maintenance and upkeep of the college building, facilities and grounds
- Undertake appropriate repairs, redecoration and fixing to the CAPA College building as required
- Undertake the general maintenance and upkeep of external grounds and facilities, such as ensuring premises are kept clean, free of litter and weeds and that they are gritted or salted during wintry conditions
- Deal with any immediate problems or emergencies with regard to H&S / cleaning and building maintenance
- Carry out CAPA Colleges redecoration programme as required
- Support with timely and accurate preparation of rooms/equipment/resources/materials as required
- Undertake ad Hoc cleaning duties as required
- Carry out routine inspection of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs reporting via appropriate systems
- Support requests for facilities support from internal stakeholders and external lettings
- Ensure the maintenance and implementation of a clean and orderly working environment and storage areas

Main Duties – Security & H&S

- Undertake locking and unlocking duties of the college building and grounds
- Operate and use - alarm and monitoring systems including intruder, CCTV and fire systems
- Support with the fire safety systems for the building including weekly fire alarm testing, fire drills and other fire safety systems and inspections.
- Undertake regular security checks and identify security risks
- Support with the day to day security of the site and the building including key holder duties and monitoring.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Undertake activities to maintain safe and clean external environment eg gritting and snow clearing in line with Health and Safety
- Work alongside the college's theatre Technicians and the ICT Team to support health and safety, maintenance of equipment etc.
- Contribute to electrical testing of portable electrical appliances and to maintain appropriate records and other minor electrical work
- Provide emergency and holiday access and cover to the College site



Other Duties

- Undertake basic record keeping, including the Colleges on line fault reporting system
- Use ICT equipment and systems effectively
- Report faulty equipment and other maintenance requirements to the appropriate person / system
- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture and equipment within the building
- Support with asset management and asset tracking of equipment
- Maintain and arrange supplies in an orderly and secure manner
- Operate everyday equipment and tools in accordance with instructions
- Attend meetings as required
- Take an active lead on personal CPD and training.

Additional Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, Health and Safety and Security, Confidentiality and Data Protection, reporting all concerns to the relevant Core Team member.
- Communicate effectively with internal and external customers and colleagues.
- Display a responsible and co-operative attitude to working towards the College's aims, objectives and ethos.
- Present a positive personal image contributing to a welcoming college environment which supports equal opportunities for all.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation as directed by the Principal.

Given the dynamic nature of the role and structure of CAPA College, it must be accepted that as the College's work and infrastructure develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are there, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grade of the post and following consultation with the post holder.

There may be some working out of normal office hours.

In return we will offer you

- An opportunity to make your mark in an outstanding new Arts focused Post 16 provision.
- A professional and supportive team.
- A personalised approach to continuing professional development.
- A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos.
- Automatic enrolment into the Local Government Pension scheme.



FACILITIES ASSISTANT PERSON SPECIFICATION

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How Identified
SKILLS & EXPERIENCE			
Experience of working in a similar role – eg, assistant site manager / buildings maintenance / management / site management	Application form and selection process	Experience of working in a college or school environment, working with young people	Application form and selection process
Experience of undertaking practical repairs and maintenance of buildings/facilities	Application forms and selection process	Experience of building systems in an Education Setting	Application form and selection process
Experience of working with building systems – eg CCTV / Intruder alarms / fire systems	Application form and selection process		
Be outstanding in at least one area of practical trades eg building / decorating / plumbing	Application form and selection process	Demonstrate proficient skills in a range of practical trades	Application form and selection process
Experience of site security and managing a clean, safe working environment	Application form and selection process	Experience of opening up and locking up procedures and systems	Application form and selection process
Effective organisational and time management skills.	Application form and selection process		
Able to remain calm under pressure, work to deadlines and manage competing priorities.	Application form and selection process		
Able to use own initiative to solve problems as they arise Excellent communication skills – verbal, telephone and written	Application form and selection process	Experience of working effectively as part of an extended team	Application form and selection process
Excellent interpersonal and organisational skills - Work constructively as part of a team			
The ability to maintain written and digital records		Good ICT skills, including the use of Microsoft Office platforms: Word, Excel, PowerPoint and Teams	Application form and selection process



KNOWLEDGE and UNDERSTANDING			
Awareness and understanding of safety and security measures	Application form and selection process	Knowledge of basic fire regulation requirements	Application form and selection process
Experience of building / maintenance / H&S regulations and practices	Application form and selection process	Knowledge of manual handling and equipment	Application form and selection process
QUALIFICATIONS / TRAINING			
Minimum of 5 GCSE's including English and maths or equivalent	Application form and selection process Certificates	Relevant trade qualification	Application form Certificate
Committed to training and CPD opportunities	Application form and selection process	Health and Safety qualification	Application form and selection process
PERSONAL COMPETENCIES AND QUALITIES			
Self-motivated with ability to use initiative to ensure tasks are completed Flexible approach to meet daily demands of the role	Interview / selection process	Use of own initiative to pre-empt tasks & issues	Selection process
Committed to working as part of the extended CAPA College team	Interview / selection process		
Diplomatic and confident			
Support and demonstrate commitment to CAPA College's vision and values.	Interview / selection process		
Ability to work in collaboration with other organisations and external stakeholders	Interview / selection process		
OTHER CONDITIONS			
Enhanced DBS Check Satisfactory References Pre-employment Health Check			





capa.college

   @capacollege

info@capacollege.co.uk