



CONNELL
CO-OP COLLEGE

CONNELL CO-OP COLLEGE FACILITIES OFFICER

Permanent

Full time (35 hours per week) with an expectation of regular weekend overtime

Hours: 7:00am – 2:30pm (includes 30 minute meal break)

Salary Scale: Grade 4 £19,554 - £21,166

(The ability to be flexible on occasions is essential)

We are seeking to appoint a, enthusiastic and hard-working Facilities Officer to be part of the College's journey to becoming a truly outstanding establishment. They will have excellent communication skills, thrive on working as part of a team and be ready to meet new challenges.

In return an excellent career and professional development offer is at the heart of the College's commitment to you. In addition you will have the opportunity to link with other Co-operative Academies across the North West. Our core co-operative values define us. Every member of staff follows our 'Ways of Being';

• Do what matters most • Be yourself, always • Show you care • Succeed together.

Employee benefits include:

- Local government pension scheme
- Childcare vouchers
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Season ticket & rental deposit loans
- Discount on various Co-op branded products

Details of the application process and the application form can be found on our website:

www.connellsixthformcollege.com.

The closing date for applications is 9am on Monday 3rd June 2019

Interviews will take place on Friday 7th June 2019

Applications must be on our application form and should be returned via email to Chris Butterfield (PA to the Principal: cbutterfield@csfc.bfet.uk) or by post to:

Mrs C Butterfield
Connell Co-op College
301 Alan Turing Way
Manchester
M11 3BS

The role

The Facilities Management Team at Connell Co-op College are responsible for the security of the premises, related health and safety issues, 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 or she will be responsible for the safe use and maintenance of equipment and materials used by the members of this department and he or she will be expected to adhere to the College's rules and regulations relating to facilities such as ICT, e-mail 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 in the College.
- To support the Facilities Manager in his/her responsibility for ensuring the security of the College 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 College Facilities Team and contractors.
- To 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 onto the College site and quality assure all work completed by contractors.
- To 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.
- Undertake risk assessments and ensure compliance within the College with all Health and Safety COSHH regulations.
- Liaise with all members of the College staff and students on any buildings or grounds issues.
- Support the Facilities Manager with the management the College waste, refuse and recycling procedures and ensure that all the College staff are aware of these requirements.
- Support the Facilities Manager in the monitoring on 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 all car parking.
- 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.

The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf". 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.

Person Specification

	Essential	Desirable
Qualifications and training	GCSE English and Maths grade A*-C	First aid qualifications
	Experience of working in facilities management and facilities maintenance	Health and safety qualification
	Experience of operating, checking and maintaining modern building facilities	Relevant level 2 certificate in property, caretaking and facilities supervision, or any other equivalent qualification
	Experience of ground maintenance	Experience of managing budgets
	Experience of managing stocks/resources within an agreed budget	
	Experience of managing contractors	
Knowledge and skills	Maintaining a good working relationship with all staff within a working community	Ability to use and interpret data
	Being empathetic to young people aged 16 to 19 years. DBS clearance.	
	Ability to undertake building repairs and general maintenance	
	Knowledge of health and safety procedures commensurate with the maintenance of the College building, College facilities and grounds	
	Ability to undertake activities requiring some physical effort such as lifting, carrying and working at height	
	Ability to respond calmly in emergency situations	
	Ability to manage small projects	
	Ability to allocate resources	
	Ability to complete paperwork accurately and efficiently and to maintain records and reporting	
	Understanding of contract procedures	
	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, and or the College Principal	Willingness to become involved in extra-curricular activities
	Willingness to meet the changing demands of such a role	