**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

|  |  |
| --- | --- |
| Job Title: | Facilities Assistant |
| Salary: | SCP 8 £25,992 to 13 £28,163 (pro-rata) |
| Grade: | Grade 6 |
| Hours: | 18.5 |
| Team: | Soft Services Facilities Management |
| Service Area: | Property Services |
| Primary Location: | Abingdon Children and Family Centre, with travel to other locations if required |
| Budget responsibility: | None |
| Responsible to: | Assistant Facilities Manager |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

|  |
| --- |
| * Be the first point of contact for facilities management queries within the buildings, be responsible for health and safety aspects, ensure smooth delivery of facilities services.
* Provide facilities services routinely as required, being pro-active, flexible and contributing to service improvements and organisational goals where possible.
* To work effectively and positively with partners, contractors, colleagues, customers and other stakeholders and in accordance with organisational and statutory policies and requirements.
* Promote and deliver organisational and health and safety policies.
 |

## Job Responsibilities

|  |
| --- |
| 1. Assisting the Facilities Manager and Assistant Facilities Manager in undertaking all FM duties for Abingdon Children and Family Centre. To be flexible in supporting other localities if required. Deputising for Assistant Facilities Manager if necessary.
2. To take responsibility for recognising all areas of premises/building health and safety, raising concerns and highlighting issues. Assisting to test the fire call points for Fire alarm, Panic alarm and checking of fire extinguishers are correctly placed. Act as fire coordinator and to assist in building evacuation for fire and bomb alerts. Responsibility for maintaining and updating contents of the BCP Box.
3. Acting as the first point of contact for FM related enquiries, assessing appropriateness of the request and make the most of opportunities to improve the quality of services and securing best outcome.
4. Responsibility to ensure the provision of postal services for the site and implement the correct security under data protection and cost protocols. Contribute to development and improvement of hybrid digital mail rollout including new inbound processes.
5. Collation of statistical information on a daily/weekly/monthly basis.
6. Raise and process orders using the procurement system in accordance with properly authorised requests. Monitor expenditure to ensure best value and quality of service.
7. To undertake any work as delegated by the line manager including word processing, accessing databases and developing spreadsheets.
8. Establish and maintain good working relationships with all staff including partner organisations and develop an understanding of their business needs to enable excellent customer service.
9. Overseeing fault reporting, monitoring, and following up on outstanding calls for the site or other sites as allocated
10. Managing office stock control (stationery, catering supplies).
 |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| GCSE pass or equivalent in English & Maths. | (D) |
| Working to deadlines, aware of confidentiality, understanding of the requirements of an office environment. | 1. (I)
 |
| Experience in facilities management including reception, health and safety practices. | 1. (I)
 |
| To communicate effectively with colleagues and service users and manage relationships.  | (I) |
| An ability to demonstrate that your work skills are in accordance with the County Council’s values.  | (I) |
| Proficient in the use of Microsoft Outlook, Word, Excel and PowerPoint. | (D) |
| Desirable Criteria | Assessed By: |
| Experience of working within a varied and inclusive working environment.  | 1. (I)
 |
| Awareness of dynamics and requirements within the local authority environment  | 1. (I)
 |
| Has previously worked within a small team  | 1. (I)
 |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | ☐ | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s Barred List | ☐ | Enhanced Disclosure and Barring Service check with Adults Barred List |
| ☐ | Standard Disclosure and Barring Service check | R | Basic Disclosure |
| ☐ | Disqualification for Caring for Children (Education) | ☐ | Overseas Criminal Record Checks |
| ☐ | Prohibition from Teaching | ☐ | Professional Registration |
| ☐ | Non police personnel vetting | ☐ | Disqualification from Caring |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Provision of personal care on a regular basis | ☐ | Driving HGV or LGV for work |
| ☐ | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | ☐ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis | ☐ | Restricted postural change – prolonged sitting |
| ☐ | Lone working on a regular basis | ☐ | Restricted postural change – prolonged standing |
| ☐ | Night work | ☐ | Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ | Rotating shift work | ☐ | Manual cleaning/ domestic duties |
| ☐ | Working on/ or near a road | ☐ | Regular work outdoors |
| ☑ | Significant use of computers (display screen equipment) | ☐ | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | ☐ | Working with challenging behaviours |
| ☐ | Continual telephone use (call centres) | ☐ | Regular work with skin irritants/ allergens |
| ☐ | Work requiring hearing protection (exposure to noise above action levels) | ☐ | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| ☐ | Work requiring respirators or masks | ☐ | Work with vibrating tools/ machinery |
| ☐ | Work involving food handling | ☐ | Work with waste, refuse |
| ☐ | Potential exposure to blood or bodily fluids | ☑ | Face-to-face contact with members of the public |