Job Description

Job Title: Operations Assistant

Accountable to: Senior Operations Assistant

Accountable for: N/A

Main Duties and Responsibilities

Working under the direction and general oversight of the Senior Operations Assistant, the Operations Assistant will:

(i) comply with College Site Rules and legislation relating to: health and safety at work, Personal Protection Equipment, manual handling, working at heights, asbestos awareness, erection and use of ladders and mobile towers, hot working permits;

(ii) carry out small maintenance and repair jobs to include unblocking sinks, showers and toilets, doing minor repairs to furniture and equipment, changing light bulbs, rehanging curtains/blinds and any minor maintenance tasks as requested;

(iii) move furniture and equipment around the College;

(iv) assist the lodge with weekly checks of fire alarm call points across the College owned properties;

(v) assist the College in its emergency procedures (fire marshalling, fire drills and similar);

(vi) set up teaching and conference rooms as requested;

(vii) regularly check teaching rooms’ furniture, to include routine stock checking, periodic inventories of furniture and equipment and identifying and reporting more complex faults;

(viii) attend and assist internal and external contractors on site as required;

(ix) maintain safe access to the college and buildings during adverse weather conditions to agreed standards and frequencies;

(x) attend regular health and safety training courses relating to working at height, manual handling, asbestos awareness, use of Personal Protection Equipment, erection and use of ladders and mobile towers;

(xi) clean the Chapel and other areas, as agreed;

(xii) clean external window sills, doorways and external areas on regular basis;

(xiii) assist scouts with recycling and waste disposal;

(xiv) assist the housekeeper and scouts with laundry and deep cleaning during conference periods;
(xv) provide a welcoming and friendly front line service to students, staff and visitors;

(xvi) perform any other duties which may be associated with cleaning and upkeep of the college and any other tasks that fall within the scope of this role.

**Person Specification**

**Essential**

1) A good level of education in a range of subjects including Maths and English.

2) Good communication skills, both orally and in writing.

3) Good inter-personal skills.

4) The ability to work independently and with a good level of personal organisation and accuracy.

5) A professional and pro-active approach and an ability to work positively as a member of a team.

6) Adaptable and flexible with the ability to deal with new situations as they arise and carry out a wide range of maintenance tasks.

7) Ability to diagnose, assess and repair or replace components efficiently and to a high standard.

8) Eligibility to work in the UK.

**Desirable**

9) Educated to GCSE level or equivalent.

10) Physically fit.

11) Clean driving licence to attend off site work/duties.

12) Some knowledge of the College working environment with knowledge of Grade I and II listed buildings care.


14) Sound knowledge of Health and Safety and Fire Safety legislation.