



Job Description

Job Title:	Operations Assistant
Accountable to:	Senior Operations Assistant
Accountable for:	N/A
Liaison with:	Fellows, Students and Staff

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, rehangng 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

Skills, Knowledge and Experience

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.

Desirable

- 8) Educated to GCSE level or equivalent.
- 9) Clean driving licence to attend off site work/duties.
- 10) Some knowledge of the College working environment with knowledge of Grade I and II listed buildings care.
- 11) Experience in building maintenance, utilities, materials, components, H&S, CDM Regulations, COSHH and first aid.
- 12) Sound knowledge of Health and Safety and Fire Safety legislation.