



Vision Business Support Services is a subsidiary company of West Nottinghamshire College

Premises Assistant

IT, Estates & Learning Resources

VBSS21.56b

1. The Appointment

The college has several sites within the Mansfield and Ashfield areas. The maintenance and development of these College premises are essential to support the ongoing teaching and learning within college.

Your role will be to provide a support service to buildings, staff, students, and visitors. You will do this by carrying out a range of premises tasks and duties in an energetic, caring and friendly manner, working within a motivated team.

The focus of the role will be to enhance the learning environment and maintain the safety, security and quality of the estate and all of its resources.

The post available will require you to cover a split shift, the early shift being 6am – 2pm and the late shift being 2pm – 10pm. Emergency call-out for building fire and intruder alarm activations forms part of this role.

A driving licence and the ability to travel frequently between sites/locations is essential for this post.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To clean and maintain College buildings / plant and equipment to the highest possible standard.
- b) To attend to the heating of the premises, ensuring equipment is controlled, cleaned and maintained as necessary.
- c) To ensure all exterior hard surfaces and grounds including pavements. Paths, drives and steps leading to the college are clean, tidy and maintained to a standard compliant with Health & Safety legislation.
- d) To attend to the exterior security of the premises, including key holder / call out responsibilities.
- e) To respond to any emergency call outs at any site within half an hour of the call being received.
- f) To play an active, professional role in the fire evacuation procedure and other emergency procedures as necessary.

- g) To actively control and dispose of waste, within the College corporate responsibility strategy.
- h) To proactively monitor and report any issues with the estate
- h) To contribute to a 'minor works' maintenance schedule as required by carrying out simple maintenance or upkeep tasks, e.g painting, simple repairs to fixtures & fittings.
- i) To be available and attend to the requirements of guests/hirers of College premises including weekend lettings.
- j) To remove and recycle waste as required, including shredding of confidential waste.
- k) To lock and unlock buildings as directed, including setting alarms as required, together with checking security of the buildings.
- l) To complete any required documentation, including time sheets, attendance record, building test results & stock control information.
- m) To assist other staff as necessary by moving, delivering, removing items, materials, furniture etc. at their reasonable request or as you and your manager judge to be necessary.

2.2 Other Responsibilities

- 1) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and Health & Safety procedures and attend training as requested.
- 2) To apply the college's own safeguarding policy and practices and attend training as requested.
- 3) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- 4) To be conversant with and participate in activities and developments at college, regional and national levels which are relevant to the post.
- 5) To present and promote an appropriate public image in representing the college.
- 6) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
English to at least level 2 (or willing to work towards)	✓	
Maths to at least level 2 (or willing to work towards)	✓	
Experience		
Experience of general caretaking and cleaning duties	✓	
Skills /Knowledge		
Maintenance skills	✓	
Excellent customer service and communication skills	✓	

	Essential	Desirable
Driving licence and the ability to travel frequently between Sites/locations	✓	
Qualities/Approach linked to college values		
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Excellent communication skills	✓	
Flexible and professional approach	✓	
Ability to work as part of a team to achieve common objectives	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers.	✓	

4. Position within the College

The post holder will be part of the Estates and Facilities team and report to the Premises Team Leader.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
- b) The salary will be £17,900 per annum (Band 3). This is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays. Up to 3 days leave can be directed for efficiency closure.
- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Wednesday 22nd September 2021.**

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.

It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.