

Job title Facilities Management Assistant

Reports to Deputy Maintenance Manager & Facilities and Maintenance Manager

Job Purpose

To assist with the daily administrative function and logistical support of Facilities & Maintenance Department activities. The Buildings & Facilities Department is responsible for maintaining College operational buildings which includes boarding houses, school rooms, sport facilities and staff accommodation.

Key Tasks and Responsibilities

- Arrange access and accompany, where necessary, relevant trade contractors and visitors across the estate to carry out maintenance-based tasks or surveys.
- Support on schedules for planned maintenance works e.g. statutory servicing, internal decorations, planned property maintenance.
- Visit properties and update records of items across the estate which require servicing, and to work with the team to check contractor instructions align.
- Oversee Personal Protective Equipment provision, use and maintenance of adequate supplies.
- Support on trades people induction processes, their use of the asbestos register and other necessary processes linked to construction and repair works.
- Support on the Safe Systems of Work register, and related Risk Assessments, and to review this regularly in conjunction with Deputy Maintenance Manager and external Consultant.
- Help organise and maintain trades and buildings staff training, liaising with external training providers and organising the maintenance team to attend, and escalating to where there is non-compliance.
- Liaising with members of staff, in the department and the wider college, by telephone, email or in person to smooth and enable logistics including servicing and access for repairs.
- Raise repair instruction tickets (our reactive repair system is called 'Pinks').
- Support on our external contract management processes, including contractor meetings and assist with the framework contractors JCT contracts, H&S and insurance records being kept up to date.
- Helping with repairs and maintenance enquiries and updates, escalating where appropriate.
- Filing electronically information pertinent to properties using a correct naming convention.
- Recording incoming documents, adding dates and/or comments to systems if necessary, and supporting on our shared goal of full servicing and maintenance records being up to date and comprehensive.
- Receive training to support the use of Top Desk CAFM system (Computer Aided Facilities Management) system to record service and repair processes.
- To support on different and other tasks when required, which may vary over time and which contribute to the College's operational priorities.
- All employees of Eton College are also expected to:

Last Updated: June 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, you will need:

- Previous experience working in a busy administrative position and juggling competing priorities;
- Good working knowledge of Microsoft Word, Outlook and Excel;
- Excellent communication skills – both written and verbal;
- An understanding of building services and some facilities management experience would be highly advantageous.

You may enjoy this role if:

- You have a 'can-do' attitude – you love getting stuck in and you're not phased by a heavy volume of work and fast changing priorities;
- You're flexible – you'll have to juggle lots of competing tasks so you'll enjoy having lots of different things on the go, and you're able to organise your time and to prioritise your to do list so nothing slips through the cracks;
- You're a confident communicator – you enjoy engaging with a variety of different people;
- You enjoy working in a team - you are happy to support other team members and get involved in lots of different tasks.
- You have demonstrable accuracy and attention to detail.

Working Pattern

- **The standard working pattern is:**
 - 35 hours per week, working 9am to 5pm, Monday to Friday with one unpaid hour for lunch each day;
 - 52 weeks per year;
 - 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days);
 - Working onsite in Eton;
 - When bank holiday fall within a school term period, this is considered to be a working day and a day off in lieu will be given.
 - **Part time hours will also be considered**

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Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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