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| **Job Title** | Facilities Assistant |
| **Reports to** | Engineering Foreman |

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| **Job Purpose** |
| Supporting the Buildings department in routine maintenance of the College’s buildings and facilities. Working with members of the team and other departmental staff to ensure that works are carried out to the required standard of quality. |

**Key Tasks and Responsibilities**

* Assist the tradesperson to carry out work in the College properties to a required standard;
* Carry out removal works, setting up rooms and moving equipment;
* Carry out labouring duties both in the workshop and in the College properties;
* Carry out van driving duties;
* Completion of timesheets and similar records to show completed work;
* Adhere to current health and safety legislation and best practice in accordance with the College Health and Safety policy statement
* Ensure own safety and the safety of others who may be affected by your own actions. Employees must follow instructions and co-operate at all times with their line manager to enable the College to meet its legal responsibilities. Employees must stop work if the nature of the situation involves risk of serious injury to any person and must report and hazardous situation or defective equipment to their line manager without delay
* Assist other trades within the post holder’s competence and experience.
* Carry out such duties as required by management
* To undertake any other duties as may reasonably be required of you in the post
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * Relevant experience of labouring work * A valid UK driving licence * General knowledge of building trades * The ability to work effectively within a team and communicate appropriately with a variety of College staff * Good sense of initiative   **Working Pattern**   * Your working hours will be 37.5 hours a week and hours will be discussed with your Line Manager. * You will be working 52 weeks per year. * You will be entitled to 21 days of holiday.   **Disclosure Checks**  Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period. |