

**JOB DESCRIPTION**

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| **Section One – Job Details**  **Job Title: Facilities Services Operative Apprenticeship – Leading to a Level 2 Qualification**  **Department: Corporate**  **Reports to:**  **Hours: Minimum 30 hours per week (7am – 2pm) overtime may be required**  **12 month FTC (Apprenticeship)** |
| **Section Two – Job Purpose**  The Facilities Services Operative Apprentice is responsible for assisting in a high standard of facilities support to the ESO at our Boxley site, in order to maintain a clean, safe and welcoming place for all. From time to time the applicant will be expected to visit our clinic office site in Maidstone. At least 20% of the week must be spent training but this includes on-the-job training. |
| **Section Three – Main Responsibilities**   * Responsible for ensuring Boxley House and surrounding buildings are unlocked each day * Ensuring that the security alarm system is working correctly and set at the appropriate times; together with responding to any alarms and liaising with the police and/or alarm company as appropriate * Act as one of the key holders and be a point of contact in an emergency (as appropriate) * Ensuring overall security of the premises including locking of windows and doors * Undertaking regular reviews of the buildings, fixtures and fittings to ensure that they are in good order; and undertaking any general maintenance/minor repair work that is required * Ensuring that the external areas are free of debris and litter * Maintain the lawns, cut the grass, weed etc * Ensure that fire doors are kept shut and that there is clear passage * Regularly inspect (monthly) office, teaching and corridor areas to ensure they are free of any hazards. Deal with any issues and report any health and safety concerns/issues to the line manager * Keep paths and entrances free of ice and snow to ensure safety of students and staff * Maintain regular checks of external areas (including the roofs, walkways etc) for loose tiling, plant growth and leaks, noting, monitoring and reporting any building defects * Regularly inspect shower areas to ensure that they are clean and free of debris, dirt and mould to ensure zero risk of infection. Report any concerns * Respond to requests for furniture and other bulky item removals from staff * Assisting staff with appropriate tasks as requested * Any other duties that are deemed relevant in line with this role   **Key competencies**   * Communication * Service delivery * Teamwork and motivation |
| **Section Four – Dimensions**  The European School of Osteopathy runs a 4 year full-time integrated Masters programme in Osteopathy (MOst) validated by Buckinghamshire New University and has in excess of 200 students at under-graduate level. The school also runs international seminars and post-graduate courses. |
| **Signature of role holder Date:**  **Name of role holder**  **Signature of line manager Date:**  **Name of line manager**  **Date for review** |

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| **PERSON SPECIFICATION** | | |
|  | **Essential** | **Desirable** |
| Clean driving licence | Yes |  |
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| Fit and able to undertake manual work | Yes |  |
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| Comfortable working at heights, with machinery and in confined spaces | Yes |  |
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| Personal skills & Attributes |  |  |
| Able to communicate effectively at all levels within the organisation (verbal and written) | Yes |  |
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| Effective time management skills | Yes |  |
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| Ability to adapt to changing and sometimes conflicting demands | Yes |  |
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| Produces work to a high standard | Yes |  |
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| Strong work ethic and sense of pride in work | Yes |  |
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| Willing to help colleagues and offer support when required | Yes |  |