JOB DESCRIPTION

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| Job Title: | Facilities Operative | Approved By: | M.Smith |
| Report To: | Estates & Support Services Manager | Date: | November 2024 |
| Grade: | NSUP9-12 | Location: | Benbecula |

PURPOSE

To provide efficient and effective care and maintenance of the Benbecula campus building and grounds as directed.

The post holder will be expected to observe safe working practices in carrying out the required duties.

# KEY AREAS

The post holder will be accountable for:

* Ensuring the provision of safe working environment for staff, students and visitors of UHI North, West and Hebrides;

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

* Being a key holder and being responsibility for the opening and closing of the College campus;
* Undertake authorised reactive minor maintenance such as painting, changing light fixtures and ensuring the general upkeep of the campus;
* Monitoring and documenting security and safety systems and procedures;
* To undertake specified roles to assist in fire safety in line with the Fire, Safety, Prevention and Emergency Evacuation Policy i.e. daily end checks and monthly emergency light tests;
* Undertake Fire Warden duties;
* Inputting of data into water quality record logbooks as part of Health & Safety requirements into Water Quality;
* Carrying out general grounds maintenance and landscaping;
* Undertaking general porterage duties as required, including moving furniture for the setting up of areas for events, performances, exams, meetings;
* Reacting to call out by alarm call response centre in the event of an intruder or fire alarm activation;
* Be an Emergency First Aider at Work following training and ensure currency of qualification by attending refresher courses as required;
* Carry our periodic security checks during close-door periods;
* In the event of snow and frost, the clearing of pedestrian access within the campus and surrounding areas, applying rock salt on paths, outside steps etc in adverse weather conditions, ensuring all emergency exit routes / doors are clear of ice and snow prior to the premises being occupied in the morning.
* Reacting to requests for maintenance submitted through the Help-desk System.
* Performing regular basic building checks and maintaining records of completion.
* Carry out basic cleaning duties when required.

GENERAL

* Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
* Contribute to UHI’s climate, biodiversity, and sustainability goals, including net-zero by 2040;
* Ensuring consistency and equality at all times;
* Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others;
* Working collaboratively with colleagues to ensure a whole college focus and approach

CONTEXT

This post is part of the colleges Estates and Facilities team.

The post holder plays an important role in the smooth day-to-day running of the College Learning Centres.

PERSON SPECIFICATION

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| Criteria | Essential | Desirable |
| Qualifications |  | * First Aid Certificate |
| Experience | * Experience as a Janitor or equivalent post. |  |
| Knowledge &  Skills | * Knowledge of buildings and grounds maintenance. | * Ability to communicate in Gaelic |
| Personal  Qualities | * Ability to work as part of a team * Flexible approach to work | * Willingness to undertake professional development in a relevant discipline |
| Other | * Clean driving licence * Be willing to work flexible hours when necessary to meet requirements of the post * Be willing to regularly travel on College business, between UHI centres, as required * Commitment to support the achievement of UHI’s Sustainability Policy and Strategy 2023-30 objectives |  |

KEY TERMS AND CONDITIONS OF EMPLOYMENT

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| Hours of Work | This post is for 8 hours per week but you may be required to work additional hours to meet service requirements.  The normal full-time working week is one of 35 hours. |
| Duration | This a part-time, temporary post until June 2025. |
| Salary | The salary for this post is on Support Scale Point 9-12, (£25,875 - £27,431 per annum) pro-rata |
| Holidays | 33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers. |
| Location | The position will be based primarily at our Benbecula Campus, but you may be required to work in any campus of UHI North, West and Hebrides. |
| Pension | You will be contractually enrolled into the Local Government Superannuation Scheme.  Further details are available upon appointment. |
| References/ Medical Assessment/ PVG Check | For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made. |

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

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