

November 2018

Thank you for your interest in the post of Facilities/Technician Assistant. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Rachel Turnbull, HR Officer (Education):

Email: rachel.turnbull@westdean.org.uk

Tel: 01243 818 276

Closing date for applications: 16th November 2018. Please note: as this role has multiple vacancies, early applications are preferable.

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.



JOB DESCRIPTION

JOB TITLE	Facilities/Technician Assistant
DEPARTMENT/DIVISION	Education
LOCATION	West Dean College
REPORTING TO	Head of Technical Resources
ROLE	Responsible for supporting course and conference delivery through the organisation and preparation of teaching and workshop spaces.

MAIN DUTIES AND RESPONSIBILITIES

1. To be responsible for the setting up of workshops, teaching and conference rooms under the direction of the Head of Resources.
2. Under the direction of the Head of Resources be responsible for the College's fleet of vehicles including occasional driving duties.
3. To ensure that teaching and workshop spaces and the processes carried out within them are set up and used in accordance with the Health and Safety Policy
4. To provide workshop cover for health and safety and fire evacuation purposes in accordance with the rota.

Room Organisation and Preparation

5. Set up and service courses, conferences, outdoor and special events including moving tables, chairs, staging and carpets for events.
6. Clean studios and workshops and ensure they are in safe order before, during and after courses.
7. Store supplies and equipment safely in designated areas

College Vehicles

8. Help to ensure that College vehicles are clean, properly maintained and fuelled.
9. Drive the College minibuses in order to transport students to and from the railway station; transport items between different locations in the College, and occasionally take items to London and other venues. This will sometimes involve working overtime

Health and Safety

10. Comply with and help ensure compliance with safety rules and regulations including COSHH and in accordance with the Health and Safety Policy
11. Report all accidents and near misses to the Foundation Safety Technician.
12. Report all serious incidents following the current Health and Safety Policy.

Other Duties

- I 3. Make fixtures and fittings, e.g. cupboards, tables and shelving, as required around the workshops and studios
- I 4. Work on special projects, e.g. for exhibitions
- I 5. Car park duty when necessary
- I 6. Assist Property and Campus Operations teams with provision and maintenance of furniture and moveable equipment.
- I 7. Monitor security, entry of unauthorised visitors to the building, and challenge if appropriate
- I 8. Undertake training as may be required
- I 9. Perform all other duties as may be required from time to time

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Experience of setting up workshop and studio spaces for teaching and other activities	Essential
Experience of health and safety in a workshop environment	Essential

Skills

Understanding of the principles of Health and Safety and its importance.	Essential
Driving Licence	Essential
Ability and willingness to work with students, visiting staff and other stakeholders	Essential
Authorised for (and experience of) driving a minibus	Desirable

Personal Characteristics

Good time management skills	Essential
Ability to manage conflicting demands and deadlines	Essential
Professional, approachable manner	Essential

Please note that due to the nature of the role - manual lifting, in accordance with Health & Safety rules, will be required.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties :	As attached job description
Salary :	Circa £17,000 per annum
Hours:	Full time (40 hours per week) on a rota basis (five days over seven including evenings and weekends)
Holidays:	33 per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, cycle to work scheme, subsidised meals, free and discounted places on short courses at West Dean College.