

## Job Description

<b>Job Title:</b>	Facilities Assistant
<b>Department/Division/Faculty:</b>	Imperial College Union
<b>Campus/Location:</b>	South Kensington Campus
<b>Rate of Pay:</b>	£ 11.95
<b>Responsible to:</b>	Facilities, Health and Safety Manager
<b>Line Management for:</b>	None
<b>Key Working Relationships (Internal):</b>	Student Activities Team, Venues team, College Estates,
<b>Key Working Relationships (External):</b>	Members and Customers
<b>Contract type:</b>	Casual

### **Purpose of the Post**

The Beit Building, along with its spaces and services, plays a crucial role in enhancing the student experience on campus. It serves as the headquarters for the Imperial Student Union and offers diverse spaces for various student activities, ranging from dance classes to chess.

The role of the Facilities Assistant is to ensure the safety, maintenance, and preparedness of these spaces for use.

### **Key Responsibilities.**

- General maintenance, including agreed tasks of hanging noticeboards, making good walls, painting, litter picking, assisting with waste disposal.
- Identifying and reporting building defects to the Facilities, Health and Safety Manager
- Undertake room moves / set ups including moving furniture.
- Undertaking routine checks to ensure the facilities, furniture and equipment meet satisfactory standard, reporting any problems to the appropriate Facilities, Health and Safety Manager
- To check checks on firefighting equipment and First Aid Boxes are fully stocked.
- Promptly report any issues to the Facilities, Health and Safety Manager and take appropriate actions to address potential hazards.
- To ensure that housekeeping standards are maintained within the building and to carry out removal of all unused materials.

## Person Specification

<b>Requirements</b>	<b>Essential (E)/ Desirable (D)</b>
Candidates/post holders will be expected to demonstrate the following:	
<b>Knowledge</b>	
Basic understanding of the Students' Union	D
Safe use of ladders and platforms	D
Manual handling techniques	D
<b>Skills &amp; Abilities</b>	
Basic D.I.Y skills	E
Good time management and organisational skills	E
Proven competence in interacting effectively with members of the public	E
Excellent administration and organisation abilities	E
Competent IT skills – Microsoft Office, E-mail and Internet software	E
Ability to work effectively on your own as well as part of a team	E
Ability to exercise initiative	E
High levels of accuracy and consistent attention to detail	E

## Further Information

To apply, submit your CV to Sital Gandesha, Facilities, Health and Safety Manager, via [s.gandesha@imperial.ac.uk](mailto:s.gandesha@imperial.ac.uk)