



Deeside College  
Coleg Glannau Dyfrdwy

## JOB DESCRIPTION

**DESIGNATION: PREMISES OPERATIVE**

**Reports To: The Relevant Estates Officer**

**Grade: Business Support 11 to 13**

### **Context & Main purpose of the post:**

To undertake duties associated with providing and supporting the provision of college facilities and support services managed by the Estates & Facilities Department across all sites. The post holder will be expected to work as part of a team in providing a safe and suitable environment for both learners and staff. In doing so the post holder will be expected to co operate with others and adopt a flexible approach to working hours via an approved duty rota requiring the post holder to work shifts as the rota dictates. This same flexible approach will be expected in relation to the tasks undertaken. All tasks are expected to be completed to a high standard, without the need for supervision and undertaken using safe working practices.

### **Duties:**

1. **Security**
  - Locking and unlocking the premises as directed and attend security alarm call outs as required.
  - Supporting other members of staff in dealing with accidents and incidents as required.
  - Receiving and escorting College visitors and contractors.
  - Supervising College facilities used by visitors where necessary.
  - Undertaking security patrols of the College estate when required.
2. **Emergency Procedures**
  - Undertake an active part in the College's emergency procedures as required.
  - Provide First Aid as required or directed.
  - Hold a recognised First Aid at Work qualification.
3. **Maintenance**
  - Undertaking minor repairs and maintenance work.
  - Complying with College procedures in undertaking and recording such work.
  - Operating College systems for reporting breakdown and faults in plant and equipment.
  - Carry out scheduled preventative and planned maintenance work as directed.
  - Assist and monitor work carried out by contractors as directed.
4. **Cleaning**
  - Support the College cleaning service as and when required.
  - Support the College grounds staff in their duties as and when required.
5. **Materials Movement**
  - Taking delivery of stores, materials and other goods and despatching to the relevant departments.
  - Organising rooms setting out furniture and equipment to ensure that rooms are fit for the purpose.
  - Removing and relocating furniture, equipment and other materials as necessary.
6. **Transport**
  - Driving duties as and when required.
  - Conduct vehicle checks, maintenance and cleaning as directed

## Key Relationships:

The post-holder will need to form effective and co-operative working relationships with:

1. The Premises Operatives
2. The Estates Officer
3. Estates & Facilities Manager
4. Other Staff and students
5. External contractors and other service providers

## Conditions:

The post-holder will be required to be based within the Facilities Department at Llysfasi College but may undertake duties on other Premises controlled by Deeside College as requirements dictate.

The post-holder must hold a current driving licence and have use of a motor car.

The post-holder must hold a current First Aid Work certificate or agree to obtain the qualification and then hold a current qualification.

The post holder will be required to undertake standby duty by specific rota commitment in order to be immediately available, if needed. This is not reflected in the salary grading for the post. An allowance will be paid in addition to salary.

It is essential that the Facilities Department employ a flexible and responsive approach in order to provide an effective service. The post holder must therefore be capable and willing to work within a flexible shift working pattern that may be subject to change at short notice.

The post holder will be expected to take part in staff development activities and to demonstrate a flexible approach in order to ensure cover for absent colleagues due to illness or other operational factors.

Deeside College of Further Education Corporation conditions of service for Business Support Staff and Estates Premises Operatives will apply.

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.*

Signed:

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(Post-holder)

Date:

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Signed:

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Human Resources Manager

Date:

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**PERSON SPECIFICATION FOR POST OF: Premises Operative**

**Code:**        **WA** =    **Written Application**        **GD** =    **Group Discussion**        **WE** =    **Written Exercise**  
                   **I**    =    **Interview(s)**                    **P**    =    **Presentation**                    **T**    =    **Tests**

- Notes:** 1. Not all of the above means of assessment will be used for every post; those that will be used for this post are marked with an \*.  
 2. The College will wish to see the originals of, and take copies of, Qualifications marked as 'Essential'.

Criterion	Importance		Will Be Assessed by Reference To:					
	Essential	Desirable	WA*	I*	GD*	P*	WE*	T*
<b>Qualifications:</b>								
Driving Licence	✓		✓	✓				
First Aid at Work		✓	✓	✓				
<b>Knowledge:</b>								
Experienced and able to work in team in order to achieve a common target.	✓		✓	✓				
<b>Skills:</b>								
Able to work with limited supervision to a high standard	✓		✓					
Able to analyse problems and select practical solution	✓			✓			✓	
Able to overcome difficulties in implementation	✓			✓				
Able to plan and prioritise work when required	✓			✓				
Able to conduct basic building maintenance.		✓	✓	✓				
Able to manhandle furniture, materials and equipment	✓		✓					
Working knowledge of MS Word & Excel for various tasks		✓	✓	✓				
Able to create effective working relationships	✓			✓				
Able to set up and work within given policies	✓		✓	✓				
<b>Experience:</b>								
At least 2 year's in a similar role		✓	✓	✓				
<b>Personal Qualities:</b>								
Able to communicate effectively at all levels	✓		✓	✓				