Operational Facilities Worker
£14,514 - £15,238

Locations / Centres- Sparkhill, Northfield, Trittiford
Permanent

Working Hours - Specific to Centre Requirement

A Facilities Worker is required for various locations to work citywide. The main duties are to ensure the safety and security of the site by adhering to all relevant statutory and city council policies, janitorial and cleaning tasks and maintaining equipment.

For an informal chat please contact the centre manager listed below:

1. **Sparkhill Centre** – Tuesday and Thursday 5.00 pm – 9.30 pm and Saturday 9.00 am – 2.00 pm (14 hours). The post is for 38 weeks annually, term time only.
   **Centre Manager** - Lynn Burton, 464 8119
   lynn.burton@birmingham.gov.uk

2. **Northfield Centre** - Thursday evenings, term time only. The post is for 38 weeks and 4 hours 17.30-21.30.
   **Centre Manager** - Teresa Busby, 464 8273,
   teresa.busby@birmingham.gov.uk

3. **Trittiford Centre** - Monday to Friday term time only. The post is for 38 weeks and 10 hours 14.00 – 16.00.
   **Centre Manager** - Dawn Smith- 464 7402,
   Dawn.a.smith@birmingham.gov.uk

Ref No: PL058216

Closing date: 13th January 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Place Directorate

Job Description

Post: Operational Facilities Worker

Salary/Grade: 1

Division: Districts

Section: Birmingham Adult Education Service

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1. **Job Purpose**

   To provide efficient, effective and consistent Facilities Support and to assist with a smooth and efficient day to day running of the centre.

2. **Duties and Responsibilities**

   To assist with the security of site at opening up, closing and throughout the course of the day.

   To liaise with contractors, site users and the centre manager to ensure a safe, presentable and efficient use of the site.

   To ensure that the appropriate materials and equipment on site are checked, maintained in good working order, prepared and available for use.

   To undertake a range of janitorial and cleaning tasks as appropriate, including a porterage service in support of the service.

   To ensure that safety and security is upheld by adhering to all relevant statutory and city council policies.

   To work flexibly and as part of a team to ensure cover of all aspects of Professional Support and to provide continuity of service.

   Observance of the City Council’s Equal Opportunity Policy will be required.

3. **Supervision Received**

   3.1 **Supervising Officer**

      Job Title: Centre Manager

   3.2 **Level of Supervision**

      1. Regularly supervised with work checked by supervisor.
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.

- A Disclosure and Barring Service check will be undertaken.

  Observance of the *City Council’s Equal Opportunities Policy* will be required.
Place Directorate

Person Specification

Post: Operational Facilities Worker  Grade: 1
Division: Districts  Section: Birmingham Adult Education Service

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>To possess, or be willing to work towards English and Maths at Level 2.</td>
<td>AF</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<td>Experience (Relevant work and other experience)</td>
<td>Knowledge of Health and Safety legislation Experience of working in a diverse team environment and the ability to multi-skill to cover other roles within the team. Knowledge of relevant legislation/policies and their implications for the Directorate (e.g. FOI, Data Protection Act, Safeguarding, Health and Safety, Sustainability, Equality Act).</td>
<td>AF/I</td>
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<td>Skills &amp; Ability e.g. written communication skills, dealing with the public etc.</td>
<td>Ability to prepare rooms for differing activities and have the physical ability to conform with the stamina required for the job. Ability to communicate effectively at all levels within an organisation and externally, both orally and in writing, where</td>
<td>AF/I</td>
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Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>Training</th>
<th>Willingness to undertake ongoing continuous professional development (CPD).</th>
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<td>Other</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.