

Job Description

Position:	Facilities Assistant/ Portable Appliance Tester (PAT)
School/Service:	Facilities
Reference:	FAC-187/P
Grade:	Grade 2
Status:	Permanent
Hours:	36.25 hours (Full time) (various shift patterns from 6am till 10.00pm)
Reporting to:	Facilities Operations Manager

Main Function of the Position:

You will be responsible for carrying out and arranging PAT tests on all portable electrical equipment within the university. The post primarily involves working with limited supervision in office environments testing electrical equipment.

You will also assist facilities in other roles when not pat testing.

Principal Duties and Responsibilities:

Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

1. To complete formal visual inspections on Portable Electrical equipment on all office and workshop equipment within offices in the university.
2. To ensure that all PAT test results and information are recorded.
3. To complete minor remedial upgrades and repairs, e.g., cable/plug and extension lead replacements. To complete a first line repair on office equipment.
4. To offer advice to office staff regarding safe use electrical equipment, and to report any instances of unsafe use of equipment or wrong equipment being used in the designated areas to the Facilities Operations Manager.
5. To assist colleagues in different areas of facilities as required.
6. To assist colleagues in different areas of the Facilities service as required and carry out other duties, appropriate to the scale and nature of the position, such as minor moves, examination set-ups and the changing of light bulbs/lamps. This can vary depending on the demands of the business from time to time.
7. Cleaning walls, paintwork, glass and windows, fixtures & fittings and furniture.
8. Able to work with buffers, scrubber-dryers and carpet cleaning machinery of all sizes.
9. To assist with annual summer deep cleans, room layouts and moves as appropriate.

10. Physically fit and able to undertake manual handling.
11. Re-cycling and waste management to include the collection and removal of rubbish.
12. Handling of incoming and outgoing registered, recorded and courier deliveries.
13. Deal with reasonable requests for collection/delivery of items (post and reprographics) and other special commissions as required, when time and other duties permit.
14. To assist with annual summer deep cleans, room layouts and moves as appropriate.
15. To observe Health and Safety issues associated with the above duties and ensure that appropriate clothing is worn at all times.
16. Comply with any appropriate guidance and training on relevant health and safety issues.
17. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
18. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
19. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Facilities Assistant/ Portable Appliance Tester (PAT)		Reference: FAC-187/P	
School/Service: Facilities		Priority	Method of Assessment
Criteria		(1/2)	
1	Qualifications		
1 a)	Qualified to city & guilds in PAT Testing or equivalent standard.	1	Application Form / Documentation
1 b)	Educated to GCSE level C in English and Mathematics	1	Application Form / Documentation
2	Skills / Knowledge		
2 a)	Able to follow portable appliance testing systems and procedures	1	Application Form / Interview
2 b)	Awareness of COSHH and Health and Safety regulations relating to cleaning substances	2	Application Form / Interview
2 c)	Operate systems for keeping clear and accurate records	1	Application Form / Interview
2 d)	Use computer technology i.e. e-mail and databases, spreadsheets and printing	1	Application Form / Interview
3	Experience		
3 a)	Experience in PAT Testing	1	Application Form / Interview
3 b)	Experience of dealing with customers	1	Application Form / Interview
3 c)	Experience of cleaning in a commercial or industrial environment and or cleaning classrooms	1	Application Form / Interview
3 d)	Practical skills involving the use of hand tools	1	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to work as part of a team	1	Interview
4 d)	Physically fit and able to undertake manual handling	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview

5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	1	Interview
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Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required