

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

A ACCOUNTABILITY

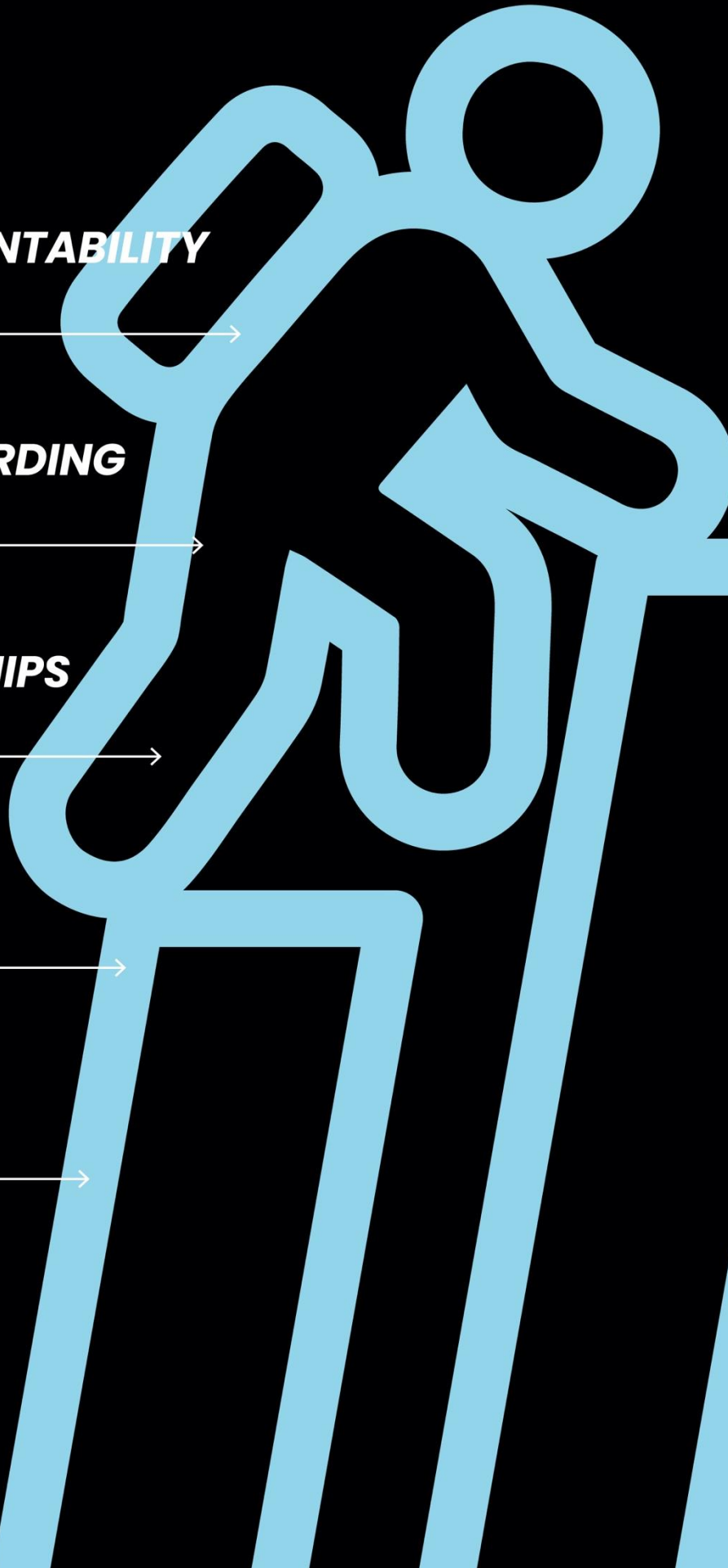
S SAFEGUARDING

P PARTNERSHIPS

I INCLUSION

R RESPECT

E EXCELLENCE



JOB DESCRIPTION

Job Title	Maintenance Assistant
Grade	Support Grade B
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Estates and Facilities
Accountable to	Head of Estates and Facilities

JOB PURPOSE

To assist in the provision of internal transport arrangements, with general site cleaning and undertake day to day maintenance of the Colleges infrastructure and provide emergency maintenance cover as and when required.

KEY RESULT AREAS

1. Ensure the upkeep of the College's estate with respect to the collection and preparation for disposal of all site generated waste.
2. Ensure the effective compliance and utilisation of all systems of work to ensure that quality general maintenance service and internal transport arrangements which conform to health and safety requirements, the College's internal quality standards, are delivered eg:
 - Undertake transportation of staff and/or students.
 - Undertake the effective delivery of internal correspondence, post, packages, equipment, boxes, buffets, materials and equipment etc, between sites.
 - Daily/weekly PPM checks.
 - General heating, plumbing, joinery and glazing work undertaken as directed.
 - Assist with on-site recycling.
3. Conduct designated duties to ensure the setting up of functions, events, exams, meetings, in a timely and effective manner.
4. Assist in the provision of an effective maintenance service by undertaking ad-hoc duties as directed by Line Manager, (eg driving, security, collection of litter, gardening, portering, gritting and snow clearance etc.).
5. Ensure the effective provision of horticultural services as directed by Line Manager, (eg. Preparation and planting of flower beds, strimming, hedge trimming, weeding, grass cutting, edging etc.).
6. Ensure the upkeep of the College's estate with respect to the collection and preparation for disposal of all site generated waste.
7. Provide an advisory service to staff and students to ensure the effective dissemination of key data regarding the College (eg. Help and guidance to students, staff and visitors).

8. Assist the Duty Security Officer in an emergency.
9. Ensure that the College policy for quality management and control are employed effectively with the areas of responsibility.
10. Ensure the effective implementation and utilisation of all systems of work (computerised and manual) to ensure a quality maintenance services for New College Durham.
11. Undertake designated health and safety checks eg. Fire alarms, doors, windows, means of escape.
12. Undertake work in accordance with planned preventative maintenance (PPM) programme.
13. Assist in emergency maintenance work as directed.
14. Ensure responsible working practices in relation to the Safeguarding of vulnerable Groups.
15. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

Job Title: Maintenance Assistant

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1		✓
Experience of Building and Grounds Maintenance	1		✓
Basic Computer Knowledge	1	✓	
Holder of current UK driving licence	1 / 3	✓	

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PERSON SPECIFICATION

Job Title: Maintenance Assistant

Skills	Assessed by	Essential	Desirable*
Ability to carry out minor installations eg Picture Frames, Notice Boards	2 / 3	✓	
Basic Plumbing Skills, Tap Washers, Cistern Mechanisms etc	2 / 3		✓
Ability to work alone or as part of a team	3	✓	
Good Communication Skills	2 / 3		✓
Ability to learn new skills through training courses	3	✓	
Commitment to problem solving and improving own performance	2 / 3	✓	
Ability to Transport Equipment/Materials using Mechanical Aids	1 / 2 / 3	✓	
Suitable to work with young people and vulnerable groups	1 / 2 / 3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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