**JOB SPECIFICATION**



|  |
| --- |
| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Croxteth Temporary Facilities Support Officer | Estates and Facilities – Croxteth Park Centre |
| **SALARY** | **BENEFITS** |
| National Living Wage  | Local Government Pension Scheme31 days plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Centre Manager | * N/A
 |
| **KEY TASKS AND RESPONSIBILITIES** |
| Help provide a clean, tidy and safe campus environment, with a focus on a quick and high-quality service.Contribute to the building management compliance across the estate.Provide general support across a number of college areas to ensure facilities meet expectations and services are delivered.Drive the College minibus. |

|  |
| --- |
| **ROLE SPECIFIC KEY DUTIES** |
| * Provide support across the Facilities function to help ensure that buildings are compliant.
* Collect general waste and recycling from across the Preston campus and ensure it is located in the designated areas ready for contractor collection.
* Work with the cleaning contractor to ensure all areas (offices, classrooms, and other facilities) are clean and operationally ready.
* Support the Maintenance Team on larger or more complex tasks.
* Regularly check classrooms are clean and set to the correct standard, with all facilities working.
* Play a significant part in supporting all college events (internal and commercial).
* Patrol and take action to ensure the campus is clean and tidy at all times.
* Reset offices and classrooms to the required layouts, as instructed.
* Support all departments through the provision of driver support, where qualified to do so.
* Work across all college centres as required to provide additional support as they require it.
* Support all departments, where reasonable, within the Estates and Facilities Directorate to ensure we deliver the best service.
* Work flexibly, including evenings and weekends, to meet the needs of the business.
 |

|  |
| --- |
| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community.
* **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring.
* **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact.
* **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive.
 |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance  (I) Ability to work as part of a team  (A/I) Ability to work to quality standards  (A/I) Good command of the English language  (A/I) Appropriate level of physical and mental fitness  (PI)  |  |
| ***Attainments*** |
| Experience of facilities support (A)    | GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Experience of working within an educational establishment (A)  |
| ***General Intelligence*** |
| The capacity to communicate effectively to ensure good team work (A/I/P/T) | Experience of IT/working with computers (A/I)Knowledge of Health and Safety at Work (A/I) |
| ***Special Aptitudes*** |
| Highly motivated with the ability to use initiative and work unsupervised (A/I) |  |
| ***Interests*** |
| Full commitment to ensuring high quality student/staff/customer experience (A/I) | Empathy with education and land-based sector generally (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I) Good communication skills (I/P/T) Friendly and approachable (I) Person centred approach (I) Can-do attitude (A/I/P) Highly organised, flexible and proactive approach (A/I/P) The ability to multi-task and manage changing priorities (A/I/P)  |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An excellent understanding of health, safety and sustainability requirements of a working environment (A/I)An understanding of and a willingness to promote and develop Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance - Enhanced level (important further information below)(A/I)Ability and willingness to work flexibly (I)Possess a current driving licence (including the licence and ability to drive a minibus / willing and able to travel as required (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Croxteth Temporary Facilities Support Officer | Croxteth Estates and Facilities |
| **SALARY** | HOURS OF WORK |
| National Living Wage | 37 hours per week, working flexibly to suit the needs of the business. This may include evenings and weekends.   |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 31 days annual leave, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)   Contribution rate %   Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%   You will automatically become a member of the LGPS   |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). |

**DBS UPDATE SERVICE**

|  |
| --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
 |