<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Maintenance Manual Facilities Officer</th>
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<tbody>
<tr>
<td><strong>NAS Reference</strong></td>
<td>800697</td>
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<tr>
<td><strong>Apprentice Level:</strong></td>
<td>Level 2</td>
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<tr>
<td><strong>Closing Date:</strong></td>
<td>Friday 1st April 2016</td>
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<td><strong>Interview Date:</strong></td>
<td>Thursday 14th April 2016</td>
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<td><strong>Reports To:</strong></td>
<td>Facilities Manager</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Leigh on Sea Town Council</td>
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<tr>
<td><strong>Pay:</strong></td>
<td>£4.00 per hour</td>
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<td><strong>Hours Of Work:</strong></td>
<td>37 hrs a week. Shifts will include evenings, weekends and early mornings</td>
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**Main Purpose Of The Job:**

The post-holder will play a key role in the provision of janitorial and manual services in respect of the efficient and effective management of the Centre and Council’s allotments and other services as part of a team dedicated to the delivery of these services

**Qualifications that will be achieved:**

- Certificate in Facilities Management
- Functional Skills in English, Maths & ICT – Level 1
- ERR (Employee Right and Responsibilities)
- Personal Learning and Thinking Skills
Key Responsibilities:

General duties in respect of the running of the Centre
• Deployment of furniture for users of the Centre
• Cleaning duties
• Minor and routine maintenance work
• Maintaining security
• General supervision of users of the Centre
• Assisting with setting up and taking down event equipment
• Transporting equipment to and from events
• Maintaining secure and appropriate storage of events equipment
• Reporting building defects and other matters as required
• Responding appropriately to the needs of the public and users of the centre
• Ensuring compliance with Health and Safety and other legislation
• Maintaining records as required and reporting to the centre manager

General duties in respect of allotments
• Carrying out minor repairs to water system.
• Carrying out minor repairs to fences.
• Suggesting any equipment or materials which may be necessary to perform maintenance.
• Attending the Farmers’ Market to help set up stalls before it opens and help take stalls down when the market is ended

Other services
• Assist with the provision of other services provided by the Council such as events or other manual tasks, as required.

Personal Qualities and Skills Required:

A cool head and a calm disposition are required for the intensive periods of activity at the Centre, together with a methodical, well organised approach. Contact with the public and allotment holders are key areas and the post holder will be required to deal with all issues arising in a calm, courteous and effective manner.

Personal qualities

The post holder will have a strong commitment to Leigh-on-Sea and to helping members of the community who use the Centre. The post holder will also work with the allotment holders in maintaining the allotment sites and ensuring an appropriate standard of maintenance and encouragement of allotment activities. The post holder will also need to be self-reliant, energetic and able to prioritise workloads.

Skills and abilities:

• Excellent communication skills
• Customer services skills
• Confident and able to work on own initiative
• Able to prioritise work and demands
• Able to work as part of a wider local team
• Able to work flexible hours – prioritising needs of centre management

Education and training:

• Educated to a reasonable standard
• Has a commitment to community run services
• Able to work evenings and week-ends and attend the Centre at short notice
• Preferably own means of transport
• **Consent to an enhanced DBS disclosure**

**How To Apply:**

Please email [businessinfo@southend-adult.ac.uk](mailto:businessinfo@southend-adult.ac.uk) for an application form or call one of the numbers below for further information.

**Tel: 01702 445736 or 01702 445700 ext. 144**

This is an Apprenticeship which is government funded for 16 to 24 year olds but open to applicants of all ages.

The National Minimum Wage (NMW) for Apprentices is £3.30 per hour. This applies to 16-18 year old Apprentices and those aged 19 and over in the first year of their Apprenticeship. For all other Apprentices the Apprentice National Minimum wage appropriate to their age applies.

The Wage for Apprentices applies to both time spent on the job plus time spent training. We welcome applicants regardless of gender, disability, age, ethnicity, sexual orientation or faith.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment and that staff can study and work in an environment free from harassment and bullying.