

Post Title	Handy Person - Facilities
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Pay Scale Point 2 – 4 £23,903 - £24,747 per annum
Hours	<p>37 hours per week</p> <p>Hours to be worked on a flexible basis in line with the needs of the College, which will include some evening work (Tuesdays or Thursdays) and on call cover at weekends.</p> <p>Sunday working and call outs to be paid on additional hours claim form @ x1.5 in line with College's revised policy.</p>
Responsible to	Facilities Manager
Special Conditions	<p>This post is subject to a probationary period of 6 months upon successful completion of which the position will become permanent</p> <p>A full enhanced disclosure check will be required via the Disclosure &amp; Barring Service for this post</p>
Closing Date	Sunday 20 July 2025
Post No.	B249

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

**To assist the Facilities Manager in providing an efficient day to day maintenance service of a multi-site College, which may include some caretaking and cleaning duties. To ensure that the day to day and planned maintenance activities across College sites are carried out effectively and efficiently in line with College and Health and Safety policies and procedures and the needs of the College.**

### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

- Under the management of the Facilities Manager ensure the effective delivery of the overall maintenance service to maintain a high standard of maintenance within all College buildings and external areas;
- To take responsibility for the day-to-day maintenance work associated with the upkeep and improvement of the College's Estate, across all College sites;
- To provide a quality general maintenance service across College ensuring work is prioritised and dealt with efficiently in line with health and safety requirements;
- To ensure faults and maintenance requests are dealt with effectively in conjunction with the Facilities Manager;
- To assist with relevant refurbishment of College buildings from time to time, in conjunction with the Facilities Manager, in line with requirements;
- To maintain tools and equipment in good repair and be responsible for their safe keeping;
- To be responsible for the completion of relevant risk assessments, in conjunction with the Facilities Manager;
- To work effectively, as part of the Facilities team to ensure the highest possible standards of service for students and staff, to meet the changing needs of the College;
- To communicate effectively with and work in close liaison with the Facilities team to ensure high standards of maintenance and upkeep of buildings;
- To communicate effectively with relevant staff across the College to ensure an efficient and effective service, including external suppliers;
- To be fully conversant with and observe Health and Safety/Fire Regulations, to ensure hazards/defects are dealt with effectively and areas are maintained in line with Health & Safety Regulations;
- To conduct College Fire Drills and testing in line with College procedures, ensuring documentation is fully completed;
- To assist with driving the College or hire vehicles, as required;

- You will be expected to be fully conversant with the College's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To play an active role in the College's appraisal scheme and staff development programme in line with the needs of the College;
- Any other duties commensurate with grade and status that may reasonably be expected.

### PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

#### **ESSENTIAL REQUIREMENTS**

- Proven practical experience of a range of trades in Estates and Facilities environment
- Trustworthy, honest and reliable;
- Living in the locality;
- Willing to work flexibly around the changing needs of the College;
- Good personal presentation;
- Good interpersonal skills;
- Effective communication skills with the ability to communicate effectively at all levels;
- Excellent planning and organisation skills with the ability to prioritise and co-ordinate tasks effectively;
- Ability to work on own initiative without close supervision;
- Ability to work effectively as a team member with a "can do" approach;
- A high level of Health and Safety/security awareness;
- Knowledge and experience of completion of risk assessments;
- Physically fit with the ability to lift and carry College equipment;
- Current clean driving licence and access to an appropriately insured vehicle held for over 1 year
- Flexibility to cover a range of shifts including occasional weekends;

#### **DESIRABLE REQUIREMENTS**

- Sound knowledge of Health and Safety legislation and good practice;