ROBINSON COLLEGE  
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE  
Compliance Assistant / Maintenance Assistant

RESPONSIBLE TO  
Facilities Manager

RESPONSIBLE FOR

MAIN PURPOSE:
- To support the College in maintaining its buildings and compliance.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.
   1.1 Semi-skilled handyman.
   1.2 Carry out day to day minor repairs of all types of minor maintenance works including basic carpentry, changing light bulbs, Emergency lighting testing, Fire Alarm testing, minor plumbing repairs, decorating, tiling, gutter clearing, etc and all works assisting in the compliance requirements of the college.
   1.3 To work with the on-site maintenance electrician as assistant when and where necessary.
   1.4 Undertake minor project works as instructed by the Facilities Manager or his deputy
   1.5 Maintain a high standard of workshop housekeeping and safe practices. Management of workshop equipment and tools etc.
   1.6 Maintain safe & secure material storage & ensure specialist meters/ tools fitness for purpose.
   1.7 Support duties to aid other Maintenance team colleagues.
   1.8 Any other duty that may be required discussed and agreed with your Head of department or the Domestic Bursar.
   1.9 Attend training seminars in relation to work responsibility e.g. Health and Safety training, Machine operator training, work at height etc.
   1.10 (Training will be supplied if required)
   1.11 Any other duty that is instructed by your line manager.
   1.12 Overtime when required though infrequent. On occasions such as May ball.
   1.13 Possible on-call responsibility for the right person which currently has a separate payment.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:
   2.1 To be ready to commence duties at the appointed time.
   2.2 To remain on duty, productively working, until the appointed finishing time.
   2.3 To attend work as scheduled.
   2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
   2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.

3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.
   3.1 To be reliable in the carrying out of instructions and tasks and to operate on a
right first time every time” basis.

3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.

3.3 To listen carefully to instructions and to carry them out as directed.

3.4 To check if you have not clearly understood what is required of you.

4. **PRODUCT/TECHNICAL KNOWLEDGE:** The knowledge and experience required to carry out this job to the expected standard.

4.1 To undertake training as required in order to develop and improve your knowledge and expertise.

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

5. **ATTITUDE & BEHAVIOUR:** Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To empathise with the individuals within the team to form positive relationships.

5.2 Positively participate to help create a good team atmosphere.

5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

5.4 Honest and trustworthy. Pleasant in nature.

5.5 Keep you line manager advised of matters which may affect the smooth running of the department.

5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

6. **HEALTH & SAFETY & OTHER LEGAL ASPECTS:** The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

6.2 Report any hazards that you observe.

6.3 Adhere to the Health & safety policy and procedures at all times.
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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>EDUCATION &amp; TRAINING</td>
<td>Experienced in basic carpentry, joinery, plumbing, minor electrical works and decorating including tiling or similar trades. This is not a trade job but training may be provided to the right person to achieve NVQ's or equivalent.</td>
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<td>WORK EXPERIENCE</td>
<td>Demonstrable experience in a similar multi-functional position with proven track record.</td>
<td>Able to demonstrate basic maintenance &amp; engineering skills to support other colleagues with their duties.</td>
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<td>INTELLIGENCE/APTITUDE /ATTITUDE</td>
<td>To maintain a positive and conscientious attitude towards Health and safety at the college; maintain high level of personal awareness of all hazards and safe systems of work in use at the College.</td>
<td>Have some computer literacy skills with email, word; basic business work record systems.</td>
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<td>PERSONALITY/ INTER-PERSONAL SKILLS</td>
<td>Good interpersonal skills and experience of dealing with people tactfully. Demonstrate a positive attitude to work as a team member as well as having the initiative to work on own when required. Good sense of humour and a team player.</td>
<td>Flexible approach to working and prepared to take on additional training in line with the business requirements of the college</td>
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<td>CIRCUMSTANCES</td>
<td>Have good physical fitness and ability to work at heights.</td>
<td>N.B It may be necessary to undertake a Criminal record check (DBS)</td>
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