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Slough Borough Council
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Facilities Officer

Job Description

Position Pay Level: 4
Position Pay SCP: 8-12
Salary: £28,839- £30,672 **(inclusive of Local Weighting Allowance of £1,130 per annum)**
DBS requirement: Enhanced

Main purpose of Job:

To operate as part of a team in the provision of facilities duties at all corporate office sites including community centres, encompassing security, minor maintenance and other related services on a shift rota. To monitor the use of facilities, including cleaning, repairs, maintenance, and security of the site. Carry out cleaning duties as required. Ensure buildings comply with Health & Safety regulation.

Organisational Accountabilities:

Roles at this level will provide expert professional advice to guide management and the development of the council. They will take the lead in converting this advice into business cases for political approval. The role is responsible for:

Service Accountabilities:

- To support users ensuring the smooth running of facilities. To act as key holder of buildings as required and undertake any other duties assigned by the Line Manager.
- During each shift, routinely patrol the building, being proactive to ensure that offices and external areas comply with health, safety, and security procedures at all times. Effectively and efficiently, complete daily designated tasks as scheduled for the specific shift.
- To implement all health, safety, and fire instructions, including tests, and ensure that all work hazards are clearly identified and appropriate measures put in place to ensure the safety of staff, visitors and users at the site.
- Carry out accommodation moves across all council buildings. Undertaking heavy lifting and transporting of items for office moves as well as part of day-to-day duties as required.
- To be the first point of contact for users and members of the public as required including in the event of an emergency.
- To maintain a customer focussed approach for all users.
- To carry out minor maintenance work e.g. painting and DIY as required.
- Carry out cleaning duties as required.
- To provide basic first aid cover to customers and staff.
- To cover reception duties as required, providing a smart and responsive reception to visitors, building on skills and contribute to team resilience.

- To carry out civic duties including Mace Bearing, Mayoral or any other duties requested by the line manager.
- To assist in providing an effective response on part of the authority for any emergencies that may arise. Be part of a call-out team operating on a rota basis, 365 days per year providing shift cover as required.
- To cover post room duties as required to building on skills and contribute to team resilience.
- To carry out any other duties as required, commensurate with the level of the post. Workforce deployment will be driven by business need, ensuring flexibility rather than reliance on a fixed location

Skills, Knowledge and Experience:

- Experience of working in a multi-cultural setting with knowledge of and commitment to equalities and diversity.
- Hold a first aid certificate or is prepared to attain qualification
- Willing to undertake appropriate training e.g. manual handling and fire warden training
- Working knowledge of security, health, safety and welfare requirements, including manual handling
- Knowledge of I.T systems and basic software packages such as Microsoft Word and Outlook
- Physically able to lift and move heavy equipment, stretching and standing for long periods
- Be committed to teamwork but able to work on own initiative as required. To work in a demanding environment with the ability to prioritise and plan work
- Be committed to working according to weekly rotas and provide out of hours support, in case of emergencies
- Must be able to adapt to change. Display flexibility and ability to adapt to new ways of working. Flexible working will also entail out of hours work i.e. to cover office moves or opening of buildings for various services
- Hold a full, clean UK driving licence and have use of their personal vehicle for business use.