



**WORK AT
SHIPLEY
COLLEGE**

Sustainability & Facilities Assistant

Shingley College - Great people, great place!

Hours: 24 hours per week, permanent, full year post

Hours can be flexible to be agreed with the successful candidate

Salary: Scale 3: Spine point 12 to 14 (£21,693 to £22,404 FTE). Actual salary will be **£14,071.13 to £14,532.32 per annum.**

Closing Date: Friday 26th 2024 by 12pm.

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

An exciting opportunity has arisen for an assistant to support the facilities department. The role will be heavily administration based, with opportunities to work with staff, students and stakeholders on sustainability initiatives and projects at the college. The right candidate will need to be organised and have experience working with IT packages, as well as having a creative flare to support the Sustainability and Facilities Coordinator.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none">• Enhanced Annual Leave• Enhanced pension contributions• Professional Development opportunities• Access to a free gym on site• Reduced cost train travel*• Access to free onsite car parks• Shopping discounts with discount app <p>*qualifying period applies</p> <p>For more benefits see below.</p>	<ul style="list-style-type: none">• Previous experience in an administrative role, ideally with experience in taking minutes• The ability to effectively manage their workload and meet deadlines• Attention to detail and accuracy• Excellent organisational skills• Has experience in using IT packages, such as Google suite and Microsoft.• Use own initiative to develop ideas and projects to support the sustainability agenda

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

As this is a part time role, there is flexibility in working patterns

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.
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EMPLOYEE BENEFITS

Financial Wellbeing:

- Enhanced Teachers' Pension Scheme / West Yorkshire Pension Scheme
- Generous Annual leave allowance
- Colleague discounts through TOTUM scheme
- DiscountsForTeachers - money off everyday shopping

Health and Wellness:

- Employee Assistance Programme
- Free on-site gym
- College-led wellbeing activities

Personal Development and Recognition:

- Leadership and Management training for Aspiring Leaders
- CPD funding and support
- Trainee teaching posts

Work-Life Balance:

- Flexible working patterns
- Enhanced maternity, paternity and adoption pay
- On-site cafes

Travel:

- Easily accessible on local transport
- Discounted train tickets
- Free on-site bike sheds and car parking

JOB DESCRIPTION

Post Title:	Sustainability & Facilities Assistant
Responsible to:	Sustainability & Facilities Coordinator
Grade:	Scale 3

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To perform an interesting and varied range of administrative and support duties which contribute to the smooth running of the Physical Resources Department. Shipley College was the first college in the world to sign the SDG Accord in 2017, and since then, the college has become a pioneering college for sustainability (AOC, 2024). The right candidate will support the sustainability initiative at the college and will complete administrative duties to ensure the smooth running of the Physical Resources department.

DUTIES AND RESPONSIBILITIES

- To assist with the Physical Resources service administration or projects where necessary.
- To attend and assist with meetings relevant to the post to include distribution of agendas, minutes, associated papers and minute taking.

- To maintain high quality documentation relating to the various filing systems and processes in the Physical Resources service e.g. reports, minutes and contracts.
- To liaise with appropriate College services and external contacts to ensure the effective two-way flow of information regarding routine and reactive maintenance and maintain administration processes/systems.
- To support the work of the Sustainability at Shipley Group and the Sustainability and Facilities Coordinator internally and in conjunction with external partners. This includes liaising with different departments and supporting sustainability initiatives and projects.
- To source value for money goods/services and process external orders for the whole College via purchase order system or credit card. In some cases, to also distribute goods, such as stationery.
- To report on the College and Victoria Hall telecoms usage/bills and utilities; including accessing supplier reports/portals, attending supplier meetings and assisting in investigating queries.
- To monitor and report on a variety of resources used across the College.
- To cover the Central Reprographics Department (CRD) during periods of absence, sickness and holidays.
- To support the Health & Safety Manager in relation to contractors attending and working on site and ensure the relevant contractors' health & safety and DBS records are in place.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Level 2 English and Maths (or equivalent)	✓	
A good standard of Education to at least Level 3	✓	
Willingness to undertake both on and off the job training as and when deemed necessary	✓	
Experience or IT qualification on use of Google suite and Microsoft office applications with the ability to create, manipulate and analyse data	✓	
Experience of working in an administration role	✓	
Administrative qualification		✓
Experience of minute taking		✓
Effective organisational skills with accuracy and attention to detail	✓	
Ability to manage own workload to ensure all deadlines are met	✓	
Ability to use software such as Canva and Photoshop to design a range of sustainability resources		✓
Cooperation and willingness to work as a member of a team and demonstrate excellent communication and interpersonal skills with people at all levels.	✓	
Ability to work flexibly to adapt to the needs of the Service	✓	
Self-motivated, ability to work on own initiative and manage own projects, with the support of the Sustainability and Facilities Coordinator	✓	
Understanding of safeguarding, confidentiality and protecting sensitive information	✓	

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and

Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

99% agreed with the statement: "I am happy with the teaching on my course"

98% of students agreed with the statement: "I am happy with the College overall"

