

**Job Description – Facilities Trainee Assistant**

**Status:**

**Location:** Leatherhead, Surrey

**Reporting to: Facilities Manager**

**Primary Function**

* **To provide Support and to learn how to carry out skilled preventative maintenance of grounds and facilities within the HQ and PFEW Branches.**

**Responsibilities and Duties**

To assist with general maintenance and repairs to a professional standard within the grounds and building of Federation House to include plumbing, electricals, carpentry, office layout change, and furniture removal at the direction of the Facilities Manager

To assist with the re-decoration of the hotel and offices of Federation House and make good areas where maintenance and repairs have taken place

To assist with effective jet washing around the grounds of Federation House as required

To assist with equipment repairs to trade standards and requirements.

To assist with space planning and office renovations at Federation House, under the supervision of the Facilities Manager

To attend Federation Branches situated across England and Wales to assist with carrying out maintenance, repairs and office layout changes. Overnight stays may be required.

To communicate with stakeholders and colleagues effectively.

Learn the Facilities ticketing system and to action tickets promptly

All of the above will be under the supervision of the Facilities Manager or another member of the Facilities team.

**NB**

Please note that these duties and responsibilities are not exhaustive and may be changed

from time to time in line with the reasonable requirements of the Police Federation and as

directed by the line manager, on behalf of the National Secretary.

**Person Specification**

**It is essential that the postholder:**

Possesses a friendly and approachable manner.

Willing to attend training courses to aid development.

Has experience of working with limited supervision and effectively as part of a team

Able to follow instruction and possesses a can-do attitude.

Must be reliable and punctual.

Able to communicate professionally with a range of stakeholders both verbally and in writing

Able to respond quickly and effectively to all Facilities requests

Able to work away from time to time on other Federation sites.