

Job Description – Facilities Trainee Assistant

Status:	Permanent, Full time, 37.5 hours per week
Location:	Leatherhead, Surrey
Reporting to:	Facilities Manager
Department:	IT Systems and Services

Primary Function

The new Facilities Trainee Assistant will join a productive and service driven IT Systems and Services team, working with stakeholders across PFEW to provide Facilities support. The successful person will work with a motivated and friendly team ensuring that Federation House and PFEW Branches are well maintained so that our Health & Safety objectives are achieved.

This person will be one of our stakeholders first point of contact when escalating issues and providing updates when necessary. This is a new role within the team and this person will have the opportunity to learn how to carry out skills and preventative maintenance of grounds and facilities within the HQ and PFEW Branches.

Key Responsibilities

- To assist with the general maintenance and repairs to a high 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 provide clear communication and facility updates to stakeholders and colleagues when needed
- Responsible for working with the Facilities ticketing system and to action requests promptly
- To assist with space planning and office renovations at Federation House, under the supervision of the Facilities Manager
- To assist with the re-decoration of the hotel and offices of Federation House and make ensure areas where maintenance and repairs have taken place are clean and presentable
- Ensure equipment repairs are in line with trade standards and specific requirements
- Oversee and assist with effective jet washing of the grounds for Federation House as and when required, to ensure the property is well presented
- Attend Federation Branches situated across England and Wales to assist with carrying out maintenance, repairs and office layout changes

Key Skills & Experience

- Possess a friendly and approachable manner, and able to professionally communicate with stakeholders effectively both verbally and in writing
- Able to work successfully as part of a team and with limited supervision when required, using their own initiative
- Is adaptable and demonstrates the ability to manage multiple tasks and is able to work well under pressure
- Be able to follow instructions and processes well, and respond to Facilities requests promptly
- Possess a can do and positive attitude, and is reliable and punctual
- Willing to attend training courses and learning sessions to support development within the role
- Able to work away from time to time on other Federation sites.

Additional Requirements

- Due to the requirements of the role, overnight stays may be required when visiting Branches. Therefore, the successful candidate will be able to work away from time to time

What PFEW will offer you

We offer multiple benefits to our HQ employees including: Flexible working, Competitive salary, Private healthcare, enhanced Pension contribution, Employee Assistance Program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for CPD, employee discounts and more....

*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 Head of Department.