

JOB DESCRIPTION

BUILDING ASSISTANT

JULY 2023



Job title:	Building Assistant	Version date:	July 2023
Business area:	Office Management	Job family:	Operations
Reporting to:	Brian Ward	Contract:	6 Months FTC

Purpose

- To support the Office Manager with a broad variety of different tasks that ensure the safe and efficient running of the Curtis Banks Ipswich properties.

Principal accountabilities:

- To follow instruction and guidance from Office Manager to assist in the up keep of 153 & Progress House.
- In the Office Managers absence to manage the office and facilities/ linking in with Senior Management.
- To assist with building and facility issues.
- To on ad hoc basis support outgoing post preparation.
- Where required support/ manage and lead emergency situations. Electric failure review of system, fuses placed back.
- Ability to manage and understanding of plumbing, carpentry, minor electrical and building works around the site.
- Drainage and washroom Management, clearing external and internal plumbing.
- Repairing window blinds, furniture creation and installation, hanging doors/re hinge adjustment, painting projects.
- A/C system checks on internal and exterior plant.
- Kitchen provision and facility shopping where required, ordering plant and purchasing other facility equipment.
- Transfers of IT equipment and workstation items to local addresses and back to 153 Princes Street
- Changing over lights/lamps in all areas.
- Back Up Generator inspections, changing system over to test and running engine, regular monitoring and reporting findings to Office Manager.
- Weekly replenishment of paper and stationery around office.
- Adjustments to team signage, furniture adjustments and repair.
- Office moves working with IT and Office Manager to ensure safe office team moves.
- Checking in all new stationery and kitchen items.
- Stock checks of store items, light bulbs, electrical and replenishment.
- Cleaning external windows, lobbies and decoration where required.
- Cleaning the grills and fan areas on the fridges.

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- Gardening management of the car park area, pruning hedge, clearing litter and leaves. Clearing the side of Progress House escape route and roof area.
- Relining the car park and external steps yellow lines.
- Re-tiling/cutting and fitting carpet tiles, washroom tiles and grouting.
- Health & Safety - Fire call point testing, updating Progress House H&S documentation. Creating safe systems of work and Risk Assessment for planned maintenance works.
- Health & Safety ladder register
- Flooding / turning off all floors supply/ standing water in car park clearance/ snow clearance
- Monitoring of electrical usage 153 & Progress House.
- Data Protection, archive box and good housekeeping at 153 and Progress House
- Installing and maintenance of bird deterrents at 153 and Progress house
- Sporadic maintenance works required outside of working hours and on Saturdays.

Qualifications

- 5 GCSE's (or equivalent) at grades A-C (or equivalent) to include English and Maths (non- essential)
- Professional qualification of a key trade, Electrician, Plumbing, Carpentry, Brickwork, Builder or Apprenticeship in one of these areas with experience

Knowledge

- Up to date knowledge of key trades, plumbing, electrical, carpentry and building works
- Understanding of Safe Systems of work and the importance of Health & Safety within the workplace
- Work experience within a key trade / full understanding of maintenance and plant
- Appreciation of safe systems of work and all relevant Health & Safety

Skills

- Ability to communicate effectively with direct team and Senior Management
- Able to work under pressure and manage work within time restrictions
- To be able to prioritise work load and create schedules of safe work
- To use a common sense approach before, during and after all work
- Good People and interpersonal skills to build effective relationships at all levels internally and externally.
- Trustworthy and honest ensuring confidentiality is maintained at all times.
- Ability to work effectively in a small team and using own initiative.
- To show good behaviours, to be conscientious, to have an enthusiasm and drive to continually want to improve for the benefit of the team and personally
- Significant relevant work experience
- Ability to instruct other key 3rd parties of work required
- To be transparent and open at all times
- Required to work sporadically outside of business hours, early, late and Saturday as and when required. Paid overtime for any work outside of usual working hours

Treating customers fairly

- To treat all customers internal and external fairly, to be polite and courteous at all times
- To be professional and discuss any issues promptly with Office Manager in the correct forum