

**THE RESERVE FORCES' AND CADETS' ASSOCIATION**  
**FOR THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN**

**JOB DESCRIPTION**

<b>Job Title:</b>	Facilities Assistant – Part Time
<b>Grade:</b>	E1 – Basic CAA
<b>Department:</b>	Cadet Training Centre - Inskip
<b>Line Manager:</b>	Facilities Supervisor (Grade D)
<b>Counter Signing Officer:</b>	Deputy Chief Executive (Grade C1)

**GENERAL**

1. Inskip Cadet Training Centre is made up of 3 NW RFCA employed staff:  
1 x Facilities Manager – D Grade, 1 x Facilities Supervisor – E1 Grade and 1 x part time Facilities Assistant – Grade E1.
2. The part-time Facilities Assistant is required to support the full-time Facilities Supervisor. This post is required to work approximately 20 hrs per week, which will include working Friday evenings and the occasional Saturday. The working hours can be adjusted on the agreement of the Cadet Centres Manager. In addition, the part-time Facilities Assistant would be required to cover the periods when the full-time Facilities Supervisor is absent due to leave, sickness or courses or other pre-arranged absence.

**SPECIFIC DUTIES**

**Policy.**

3. Ensure the correct implementation of Centre policy by visiting personnel and units.

**SHEP**

4. Assist Facilities Manager ensuring policies are in place and are updated on a regular basis.
5. Assist in the preparation of all risk assessments for the centre and ensure that any activity has been correctly risk rated.
6. Ensure all reports for accidents and near misses are recorded.

**Accommodation:**

7. Generating required work service requests for building repairs and maintenance.

8. Co-ordination of supply and maintenance, thought Parenting (DAS), for the replacement of Furniture and Furnishings.
9. Assist in the control of booking of the centre and leasing with prospective users including DIO and local RFCA.
10. Assist Facilities Supervisor with the contract catering.
11. Assist Facilities Supervisor with the laundry and dry cleaning.
12. Briefing of prospective users on the facilities available at, and booking processes for, the Centre.

### **Ranges**

13. Ensuring that the ranges are kept at highest standard for users.
14. Control the bookings of the ranges and ensuring that the Range Conducting Officer(s) are qualified to use the range.

### **Stores Accounting:**

15. Monitor the main stores account and representation of a system of control and co-ordination for the secure storage, receipt, issue and accounting of weapons, equipment and Stores (including training stores, accommodation stores).
16. Assist the Facilities Supervisor with stocktaking of accounts including equipment and accommodation.
17. Assist the Facilities Supervisor with coordinating the testing of all portable appliances.

## PERSON SPECIFICATION – FACILITIES ASSISTANT

Serial	Competence	Essential	Desirable	Evaluation
1	Experience of Microsoft Office Package	√		AF/I
2	Experience of briefing senior managers	√		AF/I
3	Experience of Stores Accounting	√		AF/I
4	Experience of Stock Taking	√		AF/I
5	Experience of ordering items online	√		AF/I
6	Risk Assessment		√	AF/I
7	Must have a good understanding of Building Maintenance, fault finding and repairs		√	AF/I
8	Must be able to self-drive, have a valid driving licence with no more than 6 penalty points.	√		AF/I/E

AF – Application Form  
I – Interview  
E – Evidence

Signed by Line Manager:  
Mr G Dixon

Dated:

Signed by Employee:

Dated:

February 2019