

Job Title	Site Support Technician
Pay Grade	Scale 2 – Actual Salary £15,594
Hours of work	08:00 – 3:30 (35 hours a week) Term Time Only + 2 Weeks
Job purpose	To ensure the care and availability of college building, furniture, fittings and equipment to ensure a satisfactory physical environment and to promote the efficient use of the colleges assets to support the educational objectives
To whom the postholder reports	The postholder is responsible to the: <ul style="list-style-type: none"> • Site Manager • Principal • The governing body
The postholder may provide guidance, support to:	<ul style="list-style-type: none"> • Support and Teaching staff as appropriate
Duties and responsibilities specific to the post	<ul style="list-style-type: none"> • Maintaining a constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary. • Assist with the regular inspection of the physical condition of the building, furniture and equipment excluding the carrying out of specialist tests and inspections. • Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson. • Porterage duties as required • Laying out of furniture and other equipment for timetabled or calendared events • To clean vents diffusers and replacing of fluorescent tubes etc. • Carrying out routine procedures and inspection of ancillary equipment e.g. pumps, time clocks, fire bells, fire extinguishers etc. • Ensuring that all drains, gullies and gutters are free flowing and clean. Clearing any blockages should they occur. • To undertake routine grounds works such as weeding, clearing leaves, water plants etc. • To ensure that snow and ice is cleared in order to maintain entrances, exits and walkways to all buildings for pedestrians. • To undertake minor repairs and improvements such as painting, erection of shelving, fencing etc. • Laying out and stacking chairs, desks, table etc. Movement of these within the college including setting out for examinations. • Taking delivery of stores materials and other goods; storing and or moving them around the College as required. • Emergency cleaning in the absence of cleaning staff and general availability in emergency school situations e.g. cleaning up after spillages • To replenish the toilet facilities e.g. toilet roll and soap • The regular checking of toilets throughout the school day • To assist with the queuing systems within the dining hall and associated catering outlets • To carry out bus duties at the start and end of school • Flexibility to work evenings and weekends to cover College events when required • Any other duties as directed by the Site Manager.
Generic duties and responsibilities	To work within the framework of national legislation. In addition, the post is subject to compliance with: <ul style="list-style-type: none"> • All UCC policies • College policies and guidelines on the curriculum and college organisation. • Common core of skills and knowledge for the children's workforce.

Application requirements:

1. Application form.
2. Letter of application in which candidates should outline how their experience and/or qualifications match the requirements of the post.
3. The closing date for the receipt of applications is Friday 5th July at 9.00 am