



<b>Job title</b>	Building attendant	<b>Job family and level</b>	Technical Services Level 1
<b>School/ Department</b>	Architecture and Built Environment	<b>Location</b>	Architecture and Built Environment

### Purpose of role

To provide core technical support within the Materials Testing Team, located in the Wolfson Building, Faculty of Engineering.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
	<ul style="list-style-type: none"> <li>Provide supervisory support to the EEC studios, Z-Block studios, SRB, Paton House, Marmont and Lenton Firs studios.</li> </ul>	60%
	<ul style="list-style-type: none"> <li>Security of building(s). Locking/unlocking procedures. Responding to alarm activations.</li> </ul>	5%
	<ul style="list-style-type: none"> <li>Setting up and maintaining teaching rooms to de-fault layout.</li> </ul>	5%
	<ul style="list-style-type: none"> <li>Reporting of building faults to the correct authority in a timely manner.</li> </ul>	5%
	<ul style="list-style-type: none"> <li>Have authority to deal with incidents as required, with aid of Security, if necessary</li> </ul>	5%
	<ul style="list-style-type: none"> <li>Clear all studios in the 6 listed buildings starting 15 minutes before closing time and ensure doors are locked at time and date to be confirmed.</li> </ul>	15%
	<ul style="list-style-type: none"> <li>Any other duties appropriate to the role and grade of the post holder.</li> </ul>	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Planning and organizational skills</li> <li>▪ Ability to communicate clearly to non-specialist and senior level personnel.</li> <li>▪ Ability to work within a team environment.</li> <li>▪ Self-Motivated</li> <li>▪ Excellent communication skills</li> <li>▪ Ability to organise and plan tasks to meet deadlines.</li> <li>▪ Self-motivated.</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid Certificate</li> </ul>
<b>Knowledge and experience</b>		<ul style="list-style-type: none"> <li>▪ Previous employment in an educational establishment.</li> <li>▪ Manual Handling experience and capacity to lift and move objects as this role will involve storing and moving consumables and equipment.</li> <li>▪ Computer skills including Microsoft Word, Excel and Teams software</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>		
<b>Statutory, legal or special requirements</b>		<ul style="list-style-type: none"> <li>▪ Awareness and understanding of Health and Safety in the workplace</li> </ul>



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others

