**Role: Facilities Assistant**

**Salary: £31,350 p.a.**

**Location: Onsite (Holborn)**

**Contract Type: Permanent, Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at ltimon@rcoa.ac.uk by **Wednesday 31 July 2024.**

**About You**

The successful candidate will have a strong facilities management background and a comprehensive understanding of Health and Safety protocol, particularly in relation to contractor management, DSE assessments, and fire and intruder alarm systems.

This is a customer-facing role so you will need strong communication and interpersonal skills to be a strong contender in this role. Additionally, you will need experience of managing a busy reception desk, security control and access systems.

We are looking for someone who is proactive and flexible, with the ability to multitask, prioritise tasks effectively and work independently as well as part of a supportive team.

**About the Role**

We are a busy College based in Holborn, London, with over 24,000 fellows and members. The Facilities Team is dedicated to delivering excellence in supporting the College and its daily operational requirements, ensuring we maintain a safe, secure, and efficient workplace environment.

The Facilities Assistant will work a 5-day week (Monday to Friday) in the College, working on a two-week rotational shift pattern as detailed below:

* 07:00 – 15:00
* 10:30 – 18:30

Flexibility is required to provide cover for occasional evening and weekend events.

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* Up to 12% pension contribution
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes.
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk