

## How to Apply

**Closing date: Tuesday 30 January 2024**

**Interviews to be held from the 1 February 2024.**

**Please read the role description and person specification.**

**If you believe that you are the right person for this role, please submit your CV and statement to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by Tuesday 30 January.**

**Salary: £25,500**

**Location: Site Based Holborn London**

**Permanent, Full Time**

## About You

This is a great opportunity for someone with a background in Facilities to develop new skills within the College. You will have an extensive training period and will be supported by an experienced member of the Facilities Team throughout your first few months of employment.

We are looking for someone who has excellent customer service and organisational skills.

## About the Role

The Facilities Team is an ever-growing integral part of the College. You will be a part of the new and exciting changes within the department.

As Facilities Assistant you will oversee a range of core aspects of the day-to-day running of our Head Office. This includes building maintenance, PPMs, Reactive Maintenance, event setup, office support, Front of House/Reception as well as Health and Safety.

A core responsibility of the role will be ensuring a seamless facilities service is provided across the College to all employees, fellows, members, partners and visitors. We are looking for someone will demonstrate proactivity within their role.

To give you an idea of how this role will be, here are some of the things you might expect to do:

- Assist in office tasks across the College, such as large mailings and collating / coping documents.
- Support events and meetings at the College and manage the daily setup and breakdown of meeting rooms.
- Ensure all statutory maintenance tasks are carried out on time.
- Carry out routine and reactive maintenance tasks in a timely manner.
- Ensure contractors receive and complete permits of work, prior to work commencing.
- Ensure all employees, members, contractors and visitors sign in and out of the building and assist the Events Team with events administration, when required.

## The Package

- 26 days of annual leave, plus bank holidays
- Private healthcare
- Up to 12% pension contribution
- Training and development opportunities

- Access to Mental Health First Aiders and Employee Assistance Programmes and much more.

### **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.

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