

JOB DESCRIPTION



JOB TITLE	Facilities Assistant
DATE	May 2026
DIVISION	Public FM
SITE / OFFICE	
REPORTS TO	

ROLE OVERVIEW

We are seeking a proactive and reliable Facilities Assistant to support the day-to-day delivery of facilities services across the site. This is a hands-on and varied role, essential to maintaining a safe, efficient, and well-organised working environment, while ensuring a high standard of service for building users and visitors.

You will play a key role in supporting the smooth movement of goods, equipment, and mail, as well as assisting with general facilities tasks. This position is ideal for someone who enjoys a practical role, takes pride in their work, and is committed to delivering excellent customer service.

KEY TASKS & RESPONSIBILITIES

- Managing deliveries and stock movement, from goods-in through to distribution and dispatch, in line with site procedures
- Carrying out portage duties, including the movement of furniture, equipment, and internal mail
- Supporting room setups for meetings and events, including basic AV setup where required
- Assisting with general facilities tasks such as minor office moves, battery changes, and contractor support
- Maintaining accurate stock control and inventory records, including stock rotation
- Responding to Helpdesk requests promptly and professionally
- Complying with all health and safety requirements, including manual handling, COSHH, and risk assessments

QUALIFICATIONS, SKILLS & EXPERIENCE

- Must have the Right to Work in the UK and willingness to undergo a DBS check
- Basic understanding of food hygiene and kitchen safety standards
- A full UK driving licence (where required)
- A practical, hands-on approach with the ability to carry out physical tasks
- Strong organisational skills and the ability to prioritise effectively
- Good communication skills and a customer-focused mindset
- A willingness to learn and follow health and safety procedures

Desirable:

- Previous experience in a facilities, porter, logistics, or similar role (desirable)

WORKING ARRANGEMENTS

This position will be based at <site/location>, working <shift pattern / hours>.

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: