



Facilities Assistant

Full-time | 40 hours/week
£28,475 per annum

We are seeking an enthusiastic Facilities Assistant to support our housekeeping and logistics operations.

This is a varied role working across our beautiful sites. Our Facilities Assistants have a range of responsibilities, from the management of housekeeping stock levels to the preparation of meeting rooms and basic maintenance tasks.

You'll be energetic and keen to provide a professional service. Working safely at all times, you'll enjoy being part of a friendly team. Please note that this role involves lifting and carrying boxes and other heavy items.

Hours of work: The working pattern for Facilities Assistants is any 5 out of 7 days each week. Some weekend working is required. The standard hours for the post are 7.30am to 3.30pm, but some afternoon shifts will also be required.

Essential skills and experience include:

- Spoken English to conversational standard
- Good time management and reliable attendance
- Self-organisation and the ability to work as part of a team
- Experience of working in a customer-facing role
- Awareness of health and safety regulations

Please see our website for a full job description and person specification for this role.

How to apply:

Please send your CV and a brief covering letter, explaining how your skills and experience match the requirements of this role, to hr@keble.ox.ac.uk.

Closing date:

Closing date: midnight on Sunday 31 May