

Post Title:	Facilities Operations Assistant	Post Number:	CS1400P
Daily Supervision:	Facilities Operations Officer	Grade:	CSS Scale 4
Department:	Estates and Facilities	Last Updated:	November 2025

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

To assist the Facilities Operations Manager with a wide variety of Estates & Facilities and project related activities, to support the smooth running of Lincoln and Newark Campuses and off site buildings operated by Lincoln College.



Principal Duties and Responsibilities:

1. Take the lead on various major contractor works across the LCG
2. Supporting Head of Facilities Operations with the day to day management of the LCG Estate
3. Lead on Facilities managed projects where required
4. Be able to raise purchase orders on the correct budget to support maintenance and servicing across the LCG.
5. To assist with the preparation and specification of contracts to be sent out for tender in conjunction with the Head of Facilities Operations.
6. Working with departments in the LCG to coordinate routine works and ongoing repairs.
7. Work collaboratively with the Estate & Facilities wider team to facilitate the smooth running of LCG operations.
8. To assist with the development and implementation of contractor evaluations across all service contracts in conjunction with the Estates & Facilities team.
9. Oversee the college fleet vehicles, including booking, servicing and vehicle hire.
10. Understand and be able to maintain the facilities CAFM system.
11. To operate the facilities reception, dealing with staff queries and requests, as well as booking in contractors and visitors.
12. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role of Facilities Operations Manager.
13. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date
15. To maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



Person Specification

Knowledge	PSM
1. Minimum of an NVQ Level 4 or equivalent in a relevant discipline, or working towards a qualification in Facilities Management or associated discipline	A/I
2. Associate level membership of a relevant professional body	A/I

Skills/Abilities – Interpersonal	PSM
3. The ability to work in a non-discriminatory manner	A/I
4. The ability to work as part of a team	A/I
5. Good written and oral communication skills	A/I
6. Good telephone manner	A/I

Experience	PSM
7. Recent relevant experience of working in a Facilities Management office	A/I
8. Experience of working with software specialising in Facilities / Asset Management	A/I

Work Related Circumstances	PSM
9. The ability and willingness to undertake relevant staff development	A/I
10. The willingness to work flexibly	A/I

Skills/Abilities - Other	PSM
11. Good literacy, numerical and organisational skills	A/I
12. Appropriate level of IT skills to undertake relevant duties, i.e. Word and Excel or the willingness and ability to undertake relevant training	A/I
13. Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Gary Luff - Head of Facilities Operations
Date:	October 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

