



## Job Specification

### For: Facilities & Portage Assistant

Ref: VR/01332

#### Job Description

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Chatham, Kent  
£23K + Excellent Benefits

Unique opportunity for a Facilities and Portage Assistant to join a prestigious training facility in Chatham, Kent.  
£23K + excellent benefits, training and career prospects. 37 hours per week (Monday – Friday 8-4.30), permanent.

Benefits include:

- Six weeks paid holiday (plus bank holidays)
- Generous contributory pension
- Funding for continuous professional development and personal growth
- Mental Health and Wellbeing support
- Private healthcare
- Cycle to work scheme
- On-site gym

The Facilities & Portage Assistant will assist the Facilities Manager in ensuring that the premises and equipment occupied or used by the company and the related services and facilities, are properly recorded, maintained and serviced to the highest standard.

The company is committed to creating a diverse and inclusive workplace, all applications will be considered. We provide support through our Mental Health First Aid and Coaching and Mentoring schemes, we are accredited Investors in People, ISO accredited we have a Gold Award in the Medway Healthy Workplaces Programme and have won several Health & Safety awards.

The company is passionate about the success we deliver for our learners, our partners, and local communities, empowering our people to be ambitious, solution-focused, proactive, and creative thinkers. Our values, Commitment to learner success, Investment in People, Collaboration through partnership to achieve shared goals, Innovation to prepare for tomorrow, help us achieve our vision, to be the UK's most innovative training design and delivery partner, trusted by our customers to prepare them for tomorrow. We have a long and very successful partnership contract based at the Royal School of Military Engineering, Brompton Barracks.

Facilities and Portage Assistant – an active and varied role which will include:

- Escorting contractors whilst on-site completing projects and carrying out an on-site induction process in line with the company's security process
- Collecting deliveries from the post room

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Sappers Network  
RHQ RE, Ravelin Building  
Brompton Barracks  
Chatham, ME4 4UG  
Tele: +44-(0)7496 083483



- Porterage of furniture to various departments
- Carry out visits to other departments to assist with Facilities issues
- General Administration
- Stock checks and auditing
- Travel between sites as required by means of a private or company vehicle, full driving licence required

Additional experience to support your Facilities Assistant application:

- Knowledge and experience of Microsoft Office Applications
- Ability to work as part of a team
- Good oral and written communication skills
- Able to prioritise workloads
- Full UK Cat B Driving License

Full Job Description is available on request.

Closing Date Friday 9<sup>th</sup> August 2024 although this is subject to change allowing for market conditions.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Compiled by : **Fiona Louch**  
Compiled on : **07/25/24**

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