

Job Description – Technical Assistant

Job title:	Technical Assistant
Reports to	Facilities Manager
Responsible for:	No direct reports
Purpose of the role:	To assist with the maintenance, and cleaning of Eureka! property and grounds to the highest standards of safety and presentation.

Main areas of responsibility	
Maintenance	- Assisting with the maintenance and cleaning of the site, buildings, grounds and exhibits to achieve the highest standards of safety and visitor experience. - This includes standing in for the technician in their absence to switch on exhibitions and carry out daily safety checks. - Cleaning and replenishing exhibits. - Recording utility meter readings on a weekly basis. - Assisting with safety checks including weekly fire extinguisher checks.
Grounds	- Collecting and disposing of litter, so that the site is litter-free when open to the public. - Sorting recycling into the correct bins and containers. - Checking the condition of and reporting on flagged and cobbled areas, sand, paths, and play areas.
Documentation	- Writing-up the results of daily and weekly checks and specialist documentation as required. - Monitoring and reporting faults and recording maintenance and repair tasks on the Fault Reporting System.
Customer Service & Health and Safety	- Delivering a consistently high level of visitor experience so that expectations are exceeded. - Assisting with the provision of a healthy and safe workplace for visitors, staff, and organisations in the 1855 building, contractors and yourself through effective reporting to the Facilities Manager or appropriate departmental manager. - Supporting other staff in the provision of a healthy and safe workplace. Working within current relevant regulations. - Supporting the security contractor in the safe collection and transfer of cash from the Pay and Display machines.
General & Special Features	- Any other duties as may be reasonably expected of a Technical Assistant. - Contributing to a seven-day rota - Weekend and some Bank Holiday work required - Occasional overtime as required

Person Specification	
Education & Qualifications	Educated to GCSE or equivalent standard
Skills, Experience and Aptitudes	- Desirable: Experience of working with the general public - Desirable: Experience of working in a technical or engineering role.

Approved by:	
Signature:	
Date:	