

Trainee Facilities Assistant
37.5 hours - Monday to Friday – Milton Keynes/Oxford
(Weekend Call outs- rota based plus call out fee)
Salary £18,000 - £21,000pa (depending on experience)

Summary

We are currently recruiting for a Trainee Facilities Assistant to join our team in Milton Keynes and Oxford reporting to the Facilities Manager. This is an opportunity for the right individual to build and develop their skills in the Facilities field. The successful candidate will have a basic understanding of DIY and the ability to follow instructions in accordance with standard operating instructions. The individual will have a proactive attitude towards maintenance and maintain the upkeep of the facility. Flexibility is an essential part of the role and the successful candidate will be expected to cover weekend call outs once trained on a rota basis.

The Organisation

UK Biocentre (<http://www.ukbiocentre.com/>) is a wholly owned trading subsidiary of UK Biobank and an established service provider in the field of biomedical research, offering researchers a centre of excellence to support all aspects of sample collection, processing, archiving and analysis in clinical studies. UK Biocentre operates from a large-scale Biorepository facility in Milton Keynes with back-up facilities in Oxford. The Milton Keynes site represents a state of the art facility for the processing, storage and analysis of biological samples. UK Biocentre operates to the ISO quality standard ISO-9001:2015.

To succeed in this role you will need to have the following skills, traits and knowledge:

Essential Criteria

1. GCSE or equivalent in Maths' and English.
2. Minimum of 1 years' experience in a similar role or 2 years work experience.
3. Basic understanding of health and safety and its application to the working environment.
4. Ability to communicate effectively both verbally and in writing.
5. Ability to understand and follow instructions and procedures.
6. Ability to work well as part of a team.
7. Basic understanding of Microsoft Office suite of software (Excel, Word, Outlook and the Internet).
8. A knowledge of manual handling.
9. Over 18 years old.
10. Full UK driving license.

Desirable Criteria

1. A knowledge of building maintenance such as changing light bulbs, plumbing, use of power tools, woodwork and general repairs.

This is an exciting opportunity for an enthusiastic, personable and approachable individual with strong communication skills. To apply for this position, please send a covering letter and CV to recruitment@ukbiocentre.com.