

## Associate - Events Associate

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Company: The Bedford College Group

Location: Bedford

Category: other-general

We have a great opportunity based at our Bedford campus for a flexible hourly-paid Events Associate to become part of our Bedford College Services department.

As an Events Associate, you will play a role in the success of our students through:

As part of a team post holders will provide a range of services to support all users of the College facilities:

Security

Car parking

Portering & Online Requests

Cleaning

Grounds Maintenance

Building Maintenance

Our ideal candidates will have demonstrable experience in a Facilities or other similar operational role; with evidence of high performance in previous roles being required, and knowledge of the service provided and expected of a modern facilities management team, alongside the following qualifications:

First Aid at work qualification

Manual handling training

Successful candidates must also be able to demonstrate alignment to our organisational values:

**Student centred** - At our heart is always doing what is best for our students. We consider students in all of our decision making to create positive outcomes and memorable experiences for every student.

**Educational excellence** - We promote educational excellence by delivering programmes that challenge our students to achieve their ambitions.

**Teamwork** - We are one team who by working together can achieve great things, respecting the opinion and valuing the contribution each of us makes.

**Continuous improvement** - We challenge ourselves to always do better by trying new things, sharing knowledge, reflecting on best practice and learning from others.

**Caring** - We care about the wellbeing of our staff, our students, our community and wider society, creating an environment built on trust where we listen, engage and support each other.

**Inclusive** - We celebrate differences and diversity, recognising that we can learn from each other.

Further details of the safeguarding requirements and essential criteria for the post can found within the Job Description.

The Bedford College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to thorough vetting process which includes, an enhanced DBS check and satisfactory references.

This post is exempt from the Rehabilitation of Offenders Act 1974. , provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the . The Bedford College Group's policy on Employment of Ex-Offenders is attached to this vacancy.

Candidates who are barred from working with children are reminded it is a criminal offence to apply for this post.

### **What is an Associate?**

Associates work on a short term basis as assigned. They teach or provide support services and

they work with and are supported by core staff. As an Associate you will be issued with an Associate agreement, under this Agreement period you will be eligible to work on assignments offered to you. Typically an agreement runs from January to December and may be renewed thereafter.

### **About Us**

The Bedford College Group aims to deliver world-class skills and education to the communities we serve. The Bedford College Group is comprised of Bedford College, Shuttleworth College, The Bedford Sixth Form, Tresham College and the National College of Motorsport.

### **Contract Type – Bedford College Services**

Variable working hours required per week - £12.50 per hour

Peoples Pension

Free on-site parking during weekdays and weekends (subject to availability)

Retail and leisure discounts

**Interviews will be held on a date to be confirmed**

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