

Facilities Maintenance Technician (Western Avenue)

Salary: £28,995 - £29,700 per annum (Grade 4)

Contract type: Full time, Permanent

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

The post holder will work closely with the Facilities Management Team to provide a service to all building users, ensuring that the premises are maintained to the required standards both internally and externally. The post holder will undertake regular maintenance tasks and checks, ensuring the completion of supporting maintenance documentation as required. As a designated key holder, you will be responsible for opening the site at 7am every day and maintaining the basic security of building during your shift. You will also support the Facilities Manager with ongoing projects, liaising with suppliers where required to ensure successful delivery of business requirements.

About you

To succeed in this role, you will need to be confident working as part of a busy team, whilst also being responsible for your own safety and wellbeing when regularly working alone. Being proactive in the role is a necessity, to help identify any issues that could cause concern in terms of building functionality and safety. You will need to be dependable and punctual, whilst also adopting a flexible approach and attitude relating to tasks within the role.

Benefits

We offer a range of excellent benefits including a Local Government Pension Scheme, options for flexible working and generous leave entitlements – all within a great team and a culture encouraging inclusion and diversity. A career with WJEC can be extremely rewarding and specific training to develop your professional skills in role will be provided.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59, Sunday, 28 June 2026



245 Western Avenue, Cardiff CF5, 2YX
 Tel 029 2026 5002 / 5189 / 5015
 www.wjec.co.uk

JOB DESCRIPTION

Job Title:	Facilities Maintenance Technician (Western Avenue)
Department:	Operations
Section:	Workplace & Facilities
Responsible to:	Facilities Manager (Western Avenue)
Grade:	4
Location:	Onsite - Western Avenue
Main purpose of Job:	

Our Facilities Maintenance Technicians are responsible for delivering high quality Facilities services to all building users, ensuring that WJEC premises are appropriately maintained to the required standard, both internally and externally.

Facilities Maintenance Technicians undertake numerous scheduled maintenance tasks, some of which are of a technical nature (such as legionella flushing works, checking on heating and air conditioning systems), which all need to be recorded and documented as part of our maintenance program. The role requires regular lone-working and a responsibility to manage and maintain personal health and safety. As a keyholder to the WJEC premises, Facilities Maintenance Technicians will be trusted to maintain basic security for the building and know how to escalate any breaches or concerns.

The role may also form the first point of contact for staff, visitor and contractors and as such, would represent the Facilities team to provide initial support and guidance along with balancing the need to escalate issues where required.

The postholder will also be responsible for implementing a wide range of complex and detailed administrative procedures covering the whole range of facilities services, ensuring compliance with WJEC procedures and policies.

Principal Duties and Responsibilities:

Building and site maintenance

- To monitor the operational performance of all building systems, reporting any issues to members of the management team in a timely manner.
- To set up and organise all working areas to ensure user comfort, safety and functionality, covering but not limited to heating, lighting, printing and other associated equipment.
- To complete all external maintenance tasks, including ones linked to winter maintenance and litter control activities around and adjacent to the site.

- To complete all allocated internal maintenance tasks whilst balancing skills, knowledge and safety, escalating any issues to team management.
- To assist specialist third party contractors in undertaking their activities, by giving them site guidance and relevant access to work areas.
- To update maintenance requests via the Facilities log, so that work activity and status can be tracked.
- To take responsibility for any workshop/storage facilities allocated to the team so that these are kept in a tidy and professional manner.
- To be proactive in identifying issues that may be a cause of concern in terms of the building functionality and operation and where possible, resolve them or escalate them.

Building Security

- To unlock and lock the premises within the opening/closing hours specified.
- To ensure safe keeping of all keys and alarm fobs linked to the building.
- Setting and un-setting of relevant alarm/detection systems, to include the recording and reporting of faults.
- To maintain radio or mobile telephone contact with the Workplace Team whilst on duty.
- To undertake regular patrols both internally and externally, highlighting any issues to Facilities Management team members.
- Ability to respond to out of hours site issues as required.

Health and Safety and Environment

- To support and participate in work initiatives and projects to ensure a safe, sustainable and healthy environment for all building users.
- To complete and maintain records relating to Legionella, Portable Appliance Testing and any other work aspects as determined by Workplace and Facilities Management members.
- To complete all allocated online safety training within timeframe specified.
- To record electricity, gas and meter readings on a monthly schedule and when requested.
- Be familiar with location and operation of stopcocks, isolation valves, fire hydrants and power service switch locations.
- To attend EHS meetings when required.
- To actively promote sustainable practices across the organisation and a consider how their operational tasks and activities impact the environment.

Other

- To assist in the management of on-site contractors, maintaining knowledge of works due and ensuring completion to the required standards.
- To support the Facilities Manager with ongoing projects, liaising with suppliers where required to ensure successful timely delivery of business requirements.
- To assist in the creation and management of security passes, including those for new starters, leavers, temporary staff and visitors using the relevant software, ensuring correct access levels are allocated.
- To monitor the shared facilities inbox, responding to staff and external stakeholder queries where necessary and within a timely manner.
- To perform simple maintenance tasks relating to WJEC vehicles so that they are available and ready for use by others.
- To assist the cleaning team (in-house) throughout the working day, by replenishing stock, wiping down of areas and attending to spills.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.

- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification

Job title:	Facilities Maintenance Technician (Western Avenue)
Department:	Operations

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Self-motivated with the ability to work independently and collaboratively as part of a team
- Ability to have a flexible approach relating to work tasks when working within the department
- Ability to take responsibility for own work activities
- Ability to plan and organise own work and annual leave with other team members
- Ability to work using own initiative and in a safe manner
- Skill and ability to take ownership of allocated tasks through to completion
- Ability to be punctual at all times
- Ability to undertake physical tasks in sometimes unfavourable weather conditions
- Customer / service focus whilst representing the team

Desirable

- Good numeracy skills (GCSE A*- C or equivalent)
- Ability to work through the medium of Welsh

Knowledge

Highly desirable

- Detailed knowledge of relevant site and working arrangements
- Knowledge of Health and Safety requirements linked to maintenance activities undertaken by self and others
- Practical building systems knowledge at a technical level

Desirable

- Working knowledge of the WJEC Environmental Management System

Experience

Highly desirable

- Previous experience of working in a similar premises or facilities position
- Previous experience of lone working within an office building
- Previous experience of dealing with customers face to face

Desirable

- Having a trade background
- Familiar with the use of Microsoft Teams
- Familiar with the use of Microsoft products such as Outlook, Excel and Word

Training / Qualifications

Highly desirable

- Holder of First Aid at Work Certificate

Desirable

- Trained in the use of Portable Appliance Testing Equipment
- Familiar in completing relevant online Health and Safety training modules
- Willingness to complete an IWFM Qualification relevant to grade

Other Requirements

Highly desirable

- Willingness to learn, develop and share knowledge with others

Desirable

- Ability to work across both sites if required

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Technegydd Cynnal a Chadw Cyfleusterau (Rhodfa'r Gorllewin)/ <i>Facilities Maintenance Technician (Western Avenue)</i>		
Cyflog / <i>Salary:</i>	£28,995 - £29,700 y flwyddyn (pro-rata lle y bo'n gymwys / <i>£28,995 - £29,700 per annum (pro-rata where relevant)</i>	Gradd / <i>Grade:</i>	4
Gwyliau Blyneddol / <i>Annual Leave:</i>	<p>25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig.</p> <p><i>25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.</i></p>		
Pensiwn / <i>Pension:</i>	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:		Hyd y Contract / Length of Contract:	
<input checked="" type="checkbox"/> Llawn-amser / Full-time		<input checked="" type="checkbox"/> Parhaol / Permanent	
<input type="checkbox"/> Rhan-amser / Part-time		<input type="checkbox"/> Tymor penodol / Fixed-term	
Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5		Dyddiad gorffen arfaethedig / <i>Planned end date:</i>	Amh <i>N/A</i>
		Rheswm dros y cyfnod penodol / <i>Reason for fixed-term:</i>	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / <i>Workload Peaks:</i>		Amh <i>N/A</i>	
Dull Ymgeisio / Method of Application:			
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59, dydd Sul, 28 Mehefin 2026</p> <p>Completed forms should be sent by email to hr@wjec.co.uk by 23:59, Sunday, 28 June 2026</p>			