

Job Description

Job Title: Facilities Assistant

Job No:

Grade: SCP3-5

Division: Support

No of Posts: 2

Section: Facilities Management

1.0 JOB PURPOSE:

Day to day service delivery of the facilities function, ensuring the smooth and efficient operation of the academy site. Ensuring that the academy site is clean, tidy, fit for purpose and free from any health and safety issues.

- 1.1 To be responsible for the service delivery of the overall provision of security, janitorial and cleaning services at the school and associated staff
- 1.2 To be responsible for the repairs and maintenance of the school site
- 1.3 To monitor the work of external contractors on site

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by the Facilities Manager and Facilities Technical Coordinator
- 2.2 Responsible for the security of the site and checks of the building outside school hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls
- 2.3 To be responsible for ensuring that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift including, where required, the allocation and receipt of keys to contractors.
- 2.4 To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift
- 2.8 To supervise cleaning operatives where appropriate, including implementing on-site training in line with agreed methods and equipment and ensuring, where appropriate, that adequate staffing arrangements are in operation when the building is open
- 2.9 Ensure correct completion and submission of time sheets and obtaining authorisation for any overtime
- 2.10 Ensure that the appropriate materials and equipment on the site are available and ensuring the equipment receives correct repair and maintenance
- 2.11 To be responsible for repairs and general maintenance and ensure that they are carried out within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements

- 2.12** Carry out general portorage duties for the establishment, within health and safety guidelines
- 2.13** To be responsible for the collection of litter from all external areas of the academy site. Ensure all outside steps, play grounds and approaches are kept in a clean condition and all waste paper receptacles are emptied daily
- 2.14** Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning
- 2.15** To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- 2.16** To undertake regular Planned Preventive Maintenance Checks to the life safety and security systems installed on the premises.
- 2.17** Make main pathways safe after snow/frost by cleaning/salting as appropriate
- 2.18** Undertake individually defined cleaning duties where required, including routine cleaning of the academy transport fleet.
- 2.19** To liaise with users of the building as appropriate to facilitate additional or non-standard usage of the building, outside usual educational hours (e.g. Governing Body, teaching staff, leisure hirers, contractor's representatives)
- 2.20** Changing light bulbs, fluorescent tubes and ensuring clocks are maintained, and secure that are within a working height of 3.35 meters.
- 2.22** Keep drain grids clean and free from debris and other litter on a daily basis
- 2.23** Operation of heating plant, ordering of fuel as required and reporting any obvious deficiencies in the heating system as a matter of urgency. To undertake regular Planned Preventive Maintenance of a none specialist nature on heating systems.
- 2.24** Ensure that all work carried out by themselves or those they supervise as set out in this job description, is completed with due observance to appropriate Health and Safety at Work
- 2.25** To carry out lettings in accordance with the Academy Hire of facilities and lettings policy. To be in attendance on site during the course of the letting, giving appropriate assistance to the hirer, and ensuring that lettings are conducted in an orderly manner.
- 2.27** Carry out minor repairs and maintenance to the buildings/grounds which are within the post holder's capability.
- 2.27A** Report all defects that require specialist repair to the Facilities Technical Coordinator / Facilities Manger
- 2.27B** Ensure that all waste is correctly disposed of in line with statutory regulations.
- 2.27C** Deal with, or arrange to be dealt with, all utility emergencies, making safe initially by turning off supply.
- 2.27D** Undertake painting and decoration duties when required.
- 2.27E** Complete planned preventive maintenance checks of key areas of the site as instructed by the Facilities Manager/ Facilities Technical Coordinator
- 2.28** Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more. To undertake Water monitoring in line with the academy's Water Risk assessment.
- 2.30** To be responsible for the upkeep of the CAFM system to ensure accurate record keeping of Facilities Statuary compliance testing and PPM.

- 2.32 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.33 To act as a 1st aider and respond to any 1st aid incidents.
- 2.34 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.35 Commit to, promote and operate in accordance with the academy's values and goals including but not limited to : safeguarding; health and safety; equality, diversity and inclusion.
- 2.35.1 To promote the agreed vision and aims of the school
- 2.35.2 To set an example of personal integrity and professionalism
- 2.35.3 Commit to and participate in activities required including but not limited to: enrolment, open events, parent's afternoons, and awards evenings.
- 2.36 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
To monitor the Building Management system and ensure that appropriate action is taken to clear all alarms

3.0 SUPERVISION RECEIVED:

4.1 Supervising Officer's Job Title: [Facilities Technical Coordinator]

4.2 LEVEL OF SUPERVISION

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Cleaners	GR4	12	Left to work within established guidelines subject to scrutiny by supervisor

- Use 1, 2 or 3 as in 3.2

PERSON SPECIFICATION

Job Title: Facilities Assistant

Job No:

Grade: SCP 3-5

Division:

No of Post:

Section:

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	<p>Experience in caretaking / cleaning and maintenance works</p> <p>Knowledge of maintenance and cleaning techniques.</p> <p>Organising and planning of work.</p> <p>Key holder experience</p>	<p>Experience of working in an education environment.</p> <p>Organisation and control of staff (where appropriate).</p>
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<p>Self reliant. Able to motivate self and staff.</p> <p>Able to communicate with other members of staff.</p> <p>Flexible approach/ attitude.</p> <p>Able to deal with emergency situations.</p> <p>Fitness and physical strength</p> <p>IT literate</p>	
TRAINING	<p>Awareness of safeguarding / child protection</p>	<p>1st aid at work</p> <p>Manual handling</p>

		Supervisory qualification
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		City and Guilds (Cleaning Techniques). Recognised trade qualification or time served experience (carpentry, electrical, plumbing, grounds, painting)
OTHER		
CONTRA INDICATION		

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY**

COMPILED BY: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____
