



## JOB DESCRIPTION

Job title:	Facilities Manager – (Key Holder)
Post reference:	NWKAPS – FAC–CAR
Grade:	NJC Scale 4 (£23,400 – £24,684)
Hours	36 Hours per week – Full Time
Responsible to :	Facilities Supervisor
Responsible for:	
Job purpose:	To support efficient day to day operation, cleanliness, safety and security of our school sites including our premises and gardens.
Key internal contacts:	Head of Service Facilities Assistants Chef School Business Manager Administrative Team Students
Key external contacts:	Contractors
Special considerations:	Hold a clear Enhanced DBS check Holding a clean driving licence with the use of own car is desirable.

## **Specific duties:**

1. Supervise day to day contractors on site
  - Liaise with contractors, suppliers and Council departments, as appropriate;
  - Ensure contractors work safely and to appropriate standards;
  - Monitor workmanship/services and sign for deliveries.
2. Cleaning
  - Liaise with Line Manager and undertake regular inspections of work;
  - Load dishwasher and maintain cleanliness of staff kitchens;
  - Undertake emergency cleaning duties, e.g. due to vandalism and sickness;
  - Remove reported graffiti;
  - Report problems and liaise with Line Manager
3. Grounds maintenance
  - Liaise with contractors;
  - Maintain upkeep of all outside areas, gardens, land drainage and car park;
  - Maintain boundaries, footpaths, roads and rights of way;
4. Porterage
  - Move and set up or removal of furniture and equipment within the school.
  - Receive, store, secure and redistribute goods and equipment within the school
5. General maintenance
  - Replenish soap, towels and toilet paper, as necessary;
  - Undertake repairs, general maintenance and internal decoration;
  - Repair and maintain all furniture and fittings, and advise the Business Manager of purchasing requirements.
  - Read and record meter readings, as necessary.
6. Security
  - Maintain a secure site;
  - Know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility;
  - Be the primary key holder for out of hours contact.
7. Health and safety
  - Know the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors;
  - Undertake periodic checks on services, e.g. asbestos and legionella;
  - Check fire equipment and ensure emergency procedures are followed;
  - Be available as a trained first aider;
  - Be a Fire Marshall and assist in the safe evacuation of the sites;
  - Report all health & safety concerns to the Head of Service
8. Energy
  - Ensure efficient operation of all facilities including the installation and plant for lighting, heating, hot water, cooking, ventilation, water dispensers and energy conservation.
9. Competency
  - ICT competent, literate in Microsoft office or a willingness to learn quickly.

10. Other

- To drive the mini-bus
- Carryout other related duties as identified by your Line Manager or Head of Service, which are commensurate with the post.

**Review:**

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree with duties of this job description.

Signature:

Print name:

Date:

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Manager's signature:

Print name:

Date: