**Post:              Facilities Technician**

Full Time, 40 hours per week

**Based at:** Heath Farm School with travel to Heath Farm Sixth Form Centre

**Reports to:** Facilities Manager

**Accountable to:** Business Manager

**Overall purpose of Job:**

To provide a general maintenance, health and safety, security, porterage and cleaning service to the organisation at any of the specified sites

**Principal Duties:**

* To carry out maintenance of school buildings i.e. minor repairs, painting, carpentry work etc. as directed by the line manager.
* To undertake basic handy person duties as necessary
* To carry out minor maintenance of school grounds and play areas (e.g. repair fencing, clearing drains etc.)
* Ensuring all company tools and equipment are kept in good working order and stored appropriately.
* Ensure the outside areas are kept free from litter, sweeping leaves, emptying bins.
* Provide a porterage service for deliveries (internal and external) to ensure supplies are correctly handled and appropriately delivered around the site.
* Be a key member of emergency and fire marshal group undertaking training as and when necessary.
* Process repair requests received via Microsoft Forms and report data as necessary
* To undertake collection of petty cash from the bank and when required
* To assist with directing vehicles in and out of the site as and when required.
* Any other duties that may be required from time to time which are commensurate with the role.
* Cover other team member’s roles in their absence.

**Fleet Management/Driving**

* Together with Facilities Department colleagues, provide a fleet maintenance and transport service for staff:
  + Provide transport for students to and from Heath Farm School, including trips and organised activities, when there are not enough staff available
  + Report any incidents and accidents in accordance with school policies and procedures
  + Carry out an inspection of all school fleet vehicles on a weekly basis, reporting any issues to the Facilities Manager
  + Ensure that all vehicles contain the relevant documentation, emergency equipment
  + Deliver and collect vehicles from the garage when requiring repairs or routine maintenance
  + Liaise with the appointed fleet management company and enter data onto the online portal as required.

**Other duties**

* All staff are required to manage effective personal development as part of the Company’s commitment to invest in staff as the key resource in the organisation.
* Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equal Opportunities and other relevant legislation, and should conform to professional and ethical requirements.
* Employees have a duty to safeguard and promote the welfare of children and young people. It is an essential requirement that employees are aware of the Keeping Children Safe in Education procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
* Any other appropriate duties as allocated by the Facilities Manager, School Business Manager or Headteacher.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Review:**

This job description forms part of the contract of employment and may be amended at any time.

**Personal Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Education & Qualification |  |  |
| Minimum of 3 GCSE qualification or equivalent |  | ✓ |
| A willingness to undertake appropriate training if required | ✓ |  |
| Experience, knowledge & understanding |  |  |
| Experience of working in a practical role | ✓ |  |
| Experience of working in an educational or social care organisation |  | ✓ |
| Technical & Professional Skills |  |  |
| The ability to carry out straightforward handyperson duties. | ✓ |  |
| The ability to organise work to cause the least inconvenience to staff and pupils. | ✓ |  |
| An awareness of health and safety issues in and around a school |  | ✓ |
| Open and attentive listening skills | ✓ |  |
| Basic IT skills, including email, documents and spreadsheets | ✓ |  |
| Personal Qualities |  |  |
| Able to demonstrate effective communication | ✓ |  |
| Able to work using own initiative and manage own time | ✓ |  |
| Be customer focused | ✓ |  |
| Pays close attention to detail | ✓ |  |
| Speak and act professionally at all times | ✓ |  |
| Miscellaneous |  |  |
| A strong commitment to Equal Opportunities in all work process | ✓ |  |
| A strong commitment to the safeguarding of the vulnerable young people in our care. | ✓ |  |
| A strong commitment to health and safety. | ✓ |  |
| Good general health, in order to carry out the active duties that this post demands | ✓ |  |

**Signed:** [Post holder] ………………………….……… Date……………….

[Line Manager] ………………………………... Date………….……