

JOB DESCRIPTION

FACILITIES OFFICER (DRAFT 02/2023)

FULL TIME (37 HOURS PER WEEK)
ALL YEAR ROUND (SOME WEEKEND)

Working 5 days out of 7 between hours of 0600-2130 hrs

Reporting To: Deputy Facilities & Cleaning Managers

Salary / Grade: Academy Range (4)

Role Purpose:

- To work on a rotational basis, assisting with the maintenance and security of all of Turner Schools premises, buildings, and grounds to ensure all operation needs of the trust are met
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

Responsibilities:

- To assist with planned preventative maintenance, ad-hoc repairs and undertake works to the schools buildings and grounds to a high standard.
- To assist in maintaining the security of Turner Schools premises, buildings and grounds, including the frequent routine and non-routine patrols and inspections of the roadways, car parks and cycle racks, perimeter fencing and gates
- To assist in maintaining, operating and testing the security systems including the fire alarm, intruder alarm, refuge call alarm, CCTV and door alarms and inspect fire extinguishing systems and report any faults;
- To play an active role in the completion of weekly, monthly and quarterly compliance checks detailed within the Turner Schools Computer Assisted Facilities Management Software (CAFM)
- To develop into having a full knowledge base of all emergency procedures, being familiar with main contacts for each trust site, within an agreed timescale
- To assist maintaining the trusts health and safety culture by spotting, reporting and rectifying hazards whilst following correct outlined procedures;
- To assist in supervising of all onsite contractors and provide access as and when required
- To assist in the setup and supervision of both internal and external events/lettings as and when required
- To assist with the movement of furniture and carry out manual handling tasks using appropriate aids where required.
- To assist, if and when required with other disciplines of works within the wider facilities and cleaning teams roles

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the regeneration of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.
- Ability to work both independently and as part of a team

Qualification/Experience Criteria:

- Experience of facilities and operational functions (desirable).
- Hold a qualification in, or willing to be trained in one, or a multiple of, the following skills:
 - Electrical installation/maintenance (to Edition 18), Plumbing, Painting & Decorating, Carpentry, Grounds Maintenance (including synthetic surfaces) and/or other recognisable trades.(essential)
- Experience of working with, or willing to be trained in the use of Computer Assisted Facilities Management Software (CAFM)(essential)
- Full UK Driving Licence (desirable)

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with code of conduct/professional expectations;

- To undertake training as necessary;
- To actively engage in the performance development process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Senior Leadership Team not listed above;
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....