

The Beacon – Assistant Facilities Manager - Job Description



Job Title:	Assistant Facilities Manager
Salary range:	Kent Range F FTE £30,404
Responsibility to:	Facilities Manager
Contract:	Permanent, 52 weeks per year
Hours:	40 hours per week

Main duties	
Duties and Responsibilities	<ul style="list-style-type: none"> • To monitor and implement planned preventative maintenance, ad-hoc repairs and undertake minor works to the grounds and buildings. • Monitor and manage building/equipment defects, and arrange repairs as required. • To care for facilities' assets including, but not limited to buildings, vehicles, land, and furnishings. • To maintain the security of the buildings and grounds, including frequent routine and non-routine patrols and inspections of the both. • To maintain, operate and test the security systems including the intruder alarm, refuge call alarm, and door alarms. To inspect and test CCTV, fire extinguishing systems and fire alarms and report any faults. • To act as the deputy fire officer, and in the absence of management, act as an incident co-ordinator and liaise with the emergency services, having full knowledge of emergency procedures and be familiar with main contacts. • To move equipment and furniture across the site and use safe manual handling procedures. • Facilitate traffic control measures to ensure the safety of pupils, staff and visitors during busy periods • Act as a key holder, being available to support during a severe incident. • In conjunction with the Facilities Manager establish and maintain a proactive Health and Safety provision across the whole school • To supervise on site contracts, issuing permits to work and keys as required. • To support activities outside of the normal school day as required during shift. • To support and maintain a high standard of customer care and support to both lettings and the school staff and students. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. • Promote and maintain a positive working ethos with all members of staff. • Report directly to the Facilities Manager any concerns or matters relating to the school. • Provide support to other site staff in the absence of the Facilities Manager. • Any other duties, reasonably required by Facilities Manager • Compliance with all policies and procedures of the school including, but not limited to: <ul style="list-style-type: none"> • Health, Safety & Security • Data Protection legislation and best practice • Freedom of Information legislation and best practice • Child Protection, including CRB enhanced disclosure requirements • Equal Opportunities & Diversity • Control of Contractors

Person Specification

	Essential
Education, Qualifications, Training	<ul style="list-style-type: none">• Minimum of 2 years in a facilities role.• Minimum of NVQ Level 2 in related building or maintenance trade, or willingness to work to achieve.• First aider qualification or willingness to become qualified.• Fire marshal trained or willingness to be trained.
Skills, Knowledge & Experience	<ul style="list-style-type: none">• Experience working in an educational setting.• Good understanding of health and safety requirements.• Good understanding of facilities as a customer service operation.• Minimum intermediate level skills at the use of maintenance equipment.• Basic level skills at the use of office equipment.• Good communication skills (written, verbal, face-to-face, telephone)• Planning, prioritising and managing own workload in an environment of conflicting demands• Hold a clean and valid driving license. (D-1 is desirable or willing to gain D-1)
Skills and Knowledge	<ul style="list-style-type: none">• Knowledge and compliance with policies and procedures relevant to safeguarding, child protection, health and safety, security, Equal Opportunities and confidentiality• Ability to be flexible in carrying out a role that may vary from caring for basic needs such as toileting to supporting the implementation of more academic teaching programmes
Personal Qualities	<ul style="list-style-type: none">• Able to build effective and positive working relationships• Organised and methodical approach to work• Professional, discrete, diplomatic• Enthusiastic and committed• Committed to safeguarding and promoting the welfare of children and young people• Committed to personal learning and development

The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.