

Job Description & Personal Specification

Post: **Facilities Technician**

Part Time, 32 and a ½ hours a week

Monday to Thursday, 8am – 2pm

Friday, 8am – 4.30pm

Based at: Heath Farm College with some travel to Heath Farm School

Reports to: Head of College

Accountable to: Business Manager

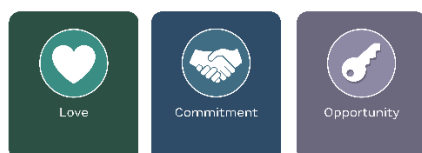
Overall purpose of Job:

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

Principal Duties:

- To carry out maintenance of college 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 college grounds (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 portorage 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 Sharepoint and report data as necessary
- To undertake collection of petty cash from the bank 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



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- Together with Heath Farm Facilities Department colleagues, provide a fleet maintenance and transport service for staff:
 - Support with transport as and when required
 - Report any incidents and accidents in accordance with Heath Farm policies and procedures
 - Carry out an inspection of all college fleet vehicles on a weekly basis, reporting any issues to the Head of College
 - Ensure that all vehicles contain the relevant documentation and 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, Business Manager, Head of College or Executive Headteacher

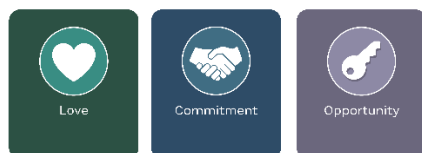
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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Review:

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



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Personal Specification

	Essential	Desirable
Education & Qualification		
Minimum of 3 GCSE qualification or equivalent		✓
A willingness to undertake appropriate training as 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 college		✓
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	✓	
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.....

