

Five Acre Wood

Senior Assistant Facilities Manager

Hours: 9am-5pm, Monday to Friday (finishing at 4.30pm one day per week), full year

Reports to: Facilities Manager

Pay grade: KR7 (£27,956 - £30,291 including allowance)

Job Description

Purpose of Job:

To assist in the maintenance and security of the school and to maintain a safe working environment, across all sites.
To work under the direction of the Facilities Manager.

Principal Accountabilities:

Duties and Responsibilities

- To ensure the school buildings and site are secure.
- Carry out locking and unlocking duties of the site as required. Flexibility for out of hours opening and closing is required along with some weekend work. Arrangements to be made by prior agreement with reasonable notice.
- Carry out daily / weekly / monthly checks relating to statutory maintenance and health and safety, ensuring accurate logging records are complete and filed.
- To take responsibility for the help desk and address all requests, liaise with Facilities manager over larger works.
- To take a proactive approach when carrying out tasks and reviewing the school site.
- To take preventative measures and steps to eliminate health and safety risks where possible, and report any hazards immediately to the Facilities Manager.
- To act as the first point of contact for all school deliveries, ensuring that items are moved promptly to the appropriate area / person.
- To undertake portage duties to include moving school furniture and equipment.
- To escort and advise maintenance contractors attending the school site, ensuring compliance with safeguarding procedures.
- To undertake daily and periodic maintenance tasks, to include decorating and repairs, to ensure a safe and well-kept environment is maintained.
- To be familiar with school heating, fire alarm and intruder alarm systems and operate as required.
- To take weekly / monthly meter readings.
- To oversee that waste is dealt with in the correct manner.
- To manage car park when needed during collection and drop of times of students.
- To act as a key holder for emergency call outs out of hours.
- To carryout driving duties for school as instructed.
- To be responsible for daily visual checks, and ensuring the school grounds are kept free from litter, leaves, weeds and debris to maintain a clean and tidy environment and to carry out grounds related tasks as requested.
- To carry out periodic cleaning tasks as requested by the Facilities Manager, Estates Manager and SLT.
- To deal with bodily fluid spillages when needed and as instructed.
- To assist in set up of school events and functions as requested.

- To carry out snow clearing duties as and when required.
- Actively ensure training is kept up to date, and comply with all Health and Safety, Fire and School policies.
- To carry out pruning and trimming of trees, nettles and shrubs as required
- To authorise contractors by telephone to carry out repairs as directed by the Facilities or Estates manager
- To monitor contractors work and check completed works prior to handover.
- To monitor and maintain the site team store cupboards and maintain good condition of site equipment reporting all defects to the Facilities or Estates manager.
- To assist in the maintenance of the school vehicles.
- To be responsible for ordering consumables ensuring sufficient stocks and replace around site where needed.
- To transport dinners daily from the main site
- To work at main school site during holidays as directed.
- To carry out any adhoc tasks deemed reasonable by the Facilities Manager, Estates Manager, and SLT.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	• Clean driving licence • Minibus licence or willingness to undertake this	• COSHH qualification
EXPERIENCE	• Minimum 3 years experience working in a Facilities/Maintenance role	• Experience of working in a school setting or similar organisation
KNOWLEDGE		• Knowledge of relevant legislation, including Health and Safety
SKILLS/ABILITIES	• Good communications skills	
PERSONAL QUALITIES	• Organised • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work successfully as part of a team • Confidentiality • To be committed to the school's policies and ethos • To be committed to continuing professional development	
EFFORT/ENVIRONMENT	• Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline • To assist with ensuring Safeguarding policies and protocols are correctly followed	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for Senior Facilities Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____