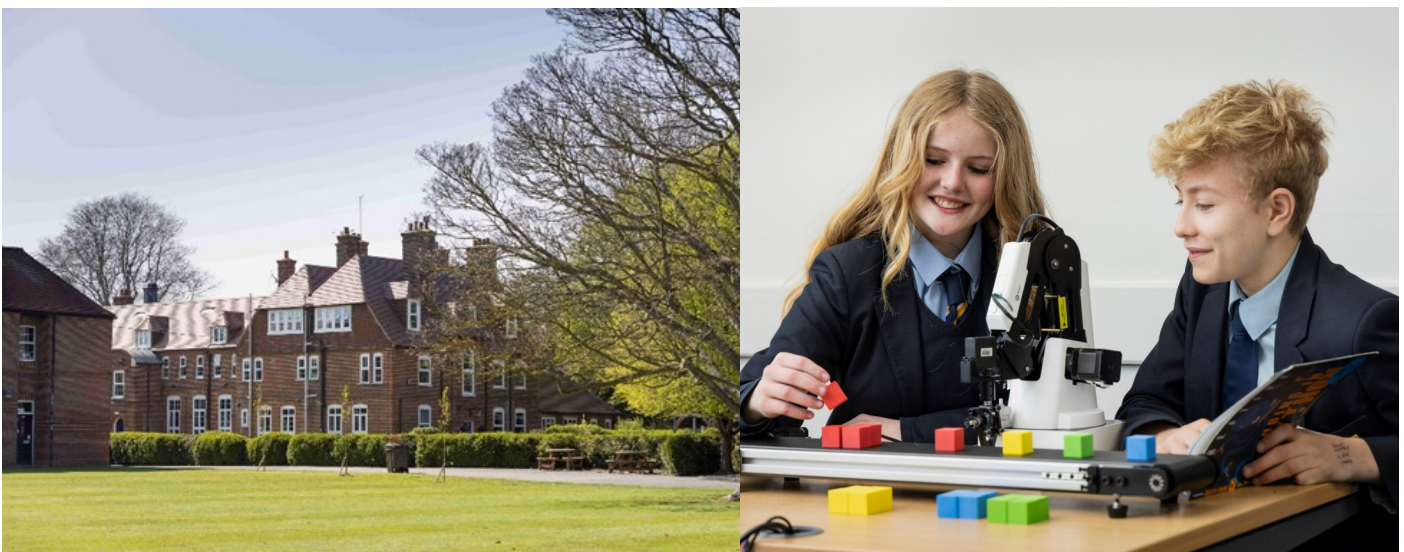




Sir Roger Manwood's School

Facilities Officer

Salary: KSC, Full time, permanent



A friendly and dynamic mixed grammar school in Kent where staff and students thrive.



Welcome

SRMS is a great place to work and teach – it is a friendly, dynamic school where both staff and students thrive because they are highly valued.

We are looking for an enthusiastic Facilities Officer.



Our students are bright, able and eager to learn, and due to our environment of excellent behaviour, teachers are able to teach their subjects to a high level. We are preparing to embark on a new strategic development plan for the school, which values a rounded education that not only delivers outstanding academic outcomes but also encourages participation in the wider life of the school and development of skills or life, including leadership, collaboration and independence.





The School

Sir Roger Manwood's School is a mixed grammar school, with approximately 1000 students of which around 260 are in the Sixth Form.

The school enjoys an excellent reputation locally and is preparing to embark on a new five-year development plan, which includes ambitious plans to develop the Sixth Form Centre, as well as on-going development of the school site.

Situated in the medieval town of Sandwich, the school enjoys a beautiful setting with spacious grounds and a mixture of old and newer buildings, which include a sports hall, gymnasium, science laboratories and the Grange Sixth Form centre. There are playing fields across from the main site where school teams compete and local clubs rent the space outside of school time.





Job Description

Sir Roger Manwood's is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB PURPOSE

Summary of Job: to be responsible for security, caretaking and general maintenance of the School* site, so that the School functions effectively

To respond positively and flexibly to the requirements of the School, as part of a dynamic and modern Premises Team, working to the Estates Manager, and contributing to the development of the site

To maintain the security of the site – opening and closing as required

To be on call for emergency call outs

To ensure contractors and delivery agents comply with School policies, including but not limited to those regarding access, safeguarding and health & safety

To carry out repairs and maintenance – to the inside and outside of buildings, including to fixtures, fittings and furniture; and to minibuses and other school equipment – including working at height where necessary

To participate in a rolling programme of decorations and improvements

To follow a Planned Preventative Maintenance Programme under the direction of the Estates Manager

To ensure all aspects of the site are kept clean, tidy and professional, working with cleaning staff, and other members of the Premises Team to carry out regular litter picking and bin emptying

To ensure the site is safe for students, staff and visitors in the event of extreme weather

To monitor plant and utilities, including ensuring meter readings are recorded on the required basis

The ability to use Facilities Management software for Planned and reactive maintenance requests

The ability to use Microsoft programmes such as Word, Excel and Outlook

To monitor and record regular maintenance checks in respect of asbestos and water hygiene, as required

To participate in an appropriate portage service around the site

To ensure equipment is set up and cleared as required, for the normal functioning of the school, for extra-curricular activities and for lettings

To maintain minibuses in a road worthy condition and report mileage

To maintain/gain certification relevant to the role

In the absence of the Estates Manager, to undertake aspects of their role, as agreed with the Estates Manager or the School Business Manager

To carry out any other relevant duties as required from time to time by the Estates Manager, the School Business Manager or the Headteacher

*"School" as a term includes all aspects of the site – main school, grounds, etc.



Person specification

CRITERIA	QUALITIES
<p>Qualifications and training</p>	<p>A full clean Driving Licence is essential</p> <p>CSEs in Maths and English, or equivalent evidence of ability</p> <p>Qualifications/certifications in a profession/trade relevant to the role (e.g. carpentry, decorating, plumbing, electrical)</p>
<p>Skills and experience</p>	<p>Demonstrable experience of caretaking, or its component responsibilities and tasks</p> <p>Experience of working in a position with a degree of responsibility</p> <p>The ability to offer professional support, with a focus on premises</p> <p>Good communication skills</p> <p>Flexibility and the ability to work calmly and quickly under pressure</p> <p>Resourcefulness and the ability to multitask and prioritise</p> <p>Ability to work well as part of a team and also autonomously</p>
<p>Personal qualities</p>	<p>Personal resilience in a busy workplace</p> <p>Team player, supporting colleagues</p> <p>Motivator of self</p> <p>Common sense</p> <p>A sense of humour and proportion</p> <p>Physically fit is an advantage</p> <p>Discretion and confidentiality</p> <p>An interest in the School, its purpose and ethos</p>
<p>Child Protection</p>	<p>Commitment to the protection of children and young people</p> <p>Willingness to follow the School's Safeguarding procedures.</p>
	<p style="text-align: right;"><i>Engage, Explore, Excel</i></p>



Sir Roger Manwood's School
Sandwich,
CT13 9JX