

Future Schools Trust **Job Description**

Job Title: Facilities Maintenance Technician

Salary: Future Schools Trust Scheme Grade 3

Responsible to: Site and Facilities Manager

1. Main Purpose of Job

To ensure that high standards of maintenance, cleanliness and security apply to the Academy buildings and grounds at all times. The Facilities Maintenance Technician will be supported in his/her duties by the cleaning staff. All out of hours duties will be carried out on a fair rota allocation basis with the Site and Facilities Manager.

2. Accountability

- To ensure the premises are open at agreed times and closed when activities have ceased ensuring the buildings and perimeters are secure.
- Set up areas for all Academy and external functions as required, moving furniture, equipment and supplies around the premises as necessary.
- Assist the Lettings staff with room setups where extra help is required
- Monthly checks for unauthorised access to the site remedying gaps in fences wherever possible.
- Respond to alarm calls/intrusions on the premises as necessary when on duty in accordance with the agreed rota.
- Ensure that regular maintenance takes place and that the site remains clean and accessible at all times.
- Clean drains/gullies and toilets as required to ensure that water passes easily into the drainage system and to deal with any flooded areas as the need arises.
- Carry out statutory compliance checks for water testing, fire alarms, room audits etc. and daily checks on the Building Management System (BMS) PC to ensure the smooth running of the ventilation, heating and hot water system.
- Carry out running repairs and redecoration as and when required.

- Carry out external visits that may be required, such as collecting small parts at short notice.
- Order and receive stores, obtaining authorisation from the Site and Facilities Manager for expenditure as required, deliver packages and parcels around the site.
- Liaison with cleaning staff to ensure they have the materials and equipment to carry out their cleaning roles.
- In conjunction with the Site and Facilities Manager-organise external contractors to undertake maintenance work that cannot be carried out in-house.
- To ensure that departmental personnel and contractors working on site understand and abide by the Health and Safety requirements.
- In conjunction with the Site and Facilities Manager, manage the activities of the department to make the most efficient use of the resources available, ensuring a safe working environment is maintained.

3. Person Specification

KNOWLEDGE AND SKILLS

- Awareness of Health and safety issues.
- Ability to both lead, in the absence of the Site and Facilities Manager, and work as part of a team.
- Ability to ensure that the highest standards of quality and customer care are achieved.
- First aid trained desirable
- Basic understanding of plumbing and electrical with a good all round understanding of DIY.
- Ability to maintain a calm approach to the many demands of school life.
- Working knowledge of IT Microsoft office (Word, Excel and Emails).

PERSONAL QUALITIES

- Strong verbal communication and interpersonal skills
- Excellent organisational skills
- Ability to work using own initiative
- Flexibility in approach to work
- Ability to prioritise workload and delegate work accordingly

4. Organisation

The post holder will be line managed by the Site and Facilities Manager and will come into regular contact with staff and students.

5. Financial Accountabilities

None

6. Working Environment

Predominantly school based, working both on external school grounds and in school buildings.

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding Statement

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

ALL POSTS ARE SUBJECT TO AN ENHANCED DBS CHECK