

**Five Acre Wood School**  
**Assistant Facilities Manager Job Description**

**Purpose of the Job**

To assist in the maintenance, health and safety, and security of the school, maintaining a safe working environment. To work under the direction of the Facilities Manager and to deputise for the Facilities Manager.

**Contract**

KR 5 to 6 (£18,059 to £21,789) depending on qualifications and experience.

Full time 37 hrs per week.

Hours – 7.00 to 15.00 (1 hour lunch).

**Person Specification**

The successful candidate will work with a professional, can do and proactive approach having had previous experience in a facilities roll. The candidate must have proven ICT skills using Microsoft office products. Teamwork is essential as is the ability to work independently. A proven record of CPD and relevant training certificates is also required.

Previous school experience is desirable, as is Health and Safety and Building compliance knowledge. Relevant trade experience such as plumbing, decorating or electrician would be an advantage as this is a hands on role.

**Key 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.
- To be responsible for carrying out daily / weekly / monthly checks relating to statutory maintenance and health and safety, ensuring accurate logging records are complete and filed.
- 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.

- To manage the performance of the cleaning contract, and communicate any problems to the Facilities manager and the contractor's area manager. To also line manage the midday cleaner (consumables).
- To carry out periodic cleaning tasks as requested by the Facilities 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 be up to date with all relevant Health and Safety policies, ensuring the smooth running of critical school activities overseen by the department (fire evacuation, lock down etc.).
- To review and maintain an effective helpdesk with prompt response times along with colleagues.
- Class room moves and set up as required.
- To carry out banking duties as required.
- To authorise contractors by telephone to carry out repairs as directed by the facilities 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 manager.
- To assist in the maintenance and cleaning of the school vehicles.
- To carry out any adhoc tasks deemed reasonable by the Facilities Manager and SLT.