

**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 (£18,704 to £22,072) depending on qualifications and experience.  
Full time 37 hrs per week.

**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.

The successful candidate will be someone who takes pride in providing an environment which is safe, healthy, clean, and secure for our pupils, staff and visitors. They will also be highly effective and thrive in a varied role where no day is the same.

Previous school experience is desirable, as is Health and Safety and Building compliance knowledge. Relevant trade experience such as plumbing, decorating or electrical 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 oversee, monitor and be responsible for the hydro therapy pool, ensuring appropriate checks are in place and procedures followed.
- 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 line manage (including performance management) the grounds person, ensuring high standards are maintained and all areas are compliant. Ensure effective communication channels are in place, and convey any problems to the Facilities manager.
- 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.
- Contacting suppliers for quotations, ensuring best value is obtained, when deputising for the facilities manager.
- Regular site walk / review to ensure all areas of the site and building are safe, compliant and well presented.
- As a team, review of compliancy checks and timetables to ensure fully compliant at all times.
- 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.
- Cleaning of the school vehicles, and regular checks ensuring the vehicles are well presented and maintained.
- To carry out any adhoc tasks deemed reasonable by the Facilities Manager and SLT.

April 2019