

**Five Acre Wood School - Snodland**  
**Facilities Job Description**

**Contract**

KR 6 – Full time x 37 hrs per week

The successful candidate will be an individual who thrives in an environment where 'no one day is the same' and enjoys a varied role. Someone who takes pride in providing a clean, secure, safe and healthy environment for pupils, staff and visitors. You will be responsible for managing the cleaning provision and contracts including security.

Five Acre Wood School is based over three sites in the Maidstone area. This role is primarily based at the Snodland site, but duties will also be carried out across all sites. Candidates need to be adept at dealing with facilities related paperwork including compliance checks, help desk system, diary management as well as being a practical individual, able to undertake routine repairs and maintenance.

Previous experience in a facilities/site role in a school environment would be a distinct advantage but not essential. A positive attitude and calm manner with the ability to prioritise and deal with a demanding workload is vital. You will be an excellent communicator, have a professional approach and a good sense of humour.

Candidates will have good MS office skills e.g. word, and excel and be competent users of email.

**Key duties and responsibilities**

- To ensure the school buildings and site are secure.
- Carry out locking and unlocking duties of the site as required.
- Carryout daily / weekly / monthly checks relating to statutory maintenance and health and safety, ensuring accurate logging records are complete and filed.
- Respond to fire alarm.
- Review and updating policy's relating to the building and grounds.
- Maintaining an effective helpdesk with prompt response times. Monitoring and carrying out tasks by priority.
- To oversee and manage building projects taking place along with the School Business Manager, helping to secure best value in supplier contracts and ensuring quality workmanship, within agreed timescales in delivered.
- Furniture assembly and putting up notice boards and displays.
- Class room moves and set up as required.
- To be responsible for and line manage the team of cleaners (currently 2).
- 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 and Business 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.
- Attend to toilet blockages and drain issues.
- To oversee that waste is dealt with in the correct manner.
- To manage car park during collection and drop of times of students / taxi's.
- To act as a key holder for emergency call outs out of hours.
- 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 assist in set up of school events and functions as requested.
- To ensure the site is safe, and access maintained during periods of inclement weather e.g. snow and ice.
- Actively ensure training is kept up to date, and comply with all Health and Safety, Fire and School policies.
- General maintenance to include windows, gutter clearing, checking of hoppers and downpipes.
- To carry out mowing of grass, pruning and trimming of trees, nettles and shrubs as required, ensuring the grounds are safe and well presented.
- To carry out ad hoc tasks to support pupils learning.
- To drive the school mini bus as required.
- To ensure the school mini buses on site are well maintained, clean and road worthy, with any issues or damage reported immediately to the Facilities Manager.
- To carry out work at any of the Five Acre Wood School Sites as necessary.
- To carry out ad hoc tasks deemed reasonable.

September 2019