

FACILITIES MANAGEMENT APPRENTICE

JOB DESCRIPTION

KEY PURPOSE OF THE ROLE

To work alongside the Site Manager to ensure the security and maintenance of the whole school site and to ensure the school complies with all current legislation relating to site safety and management. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.

1. SITE MAINTENANCE

To assist in maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

To assist the Site Manager to:

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Undertake routine inspections of the site including daily maintenance checks.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies.
- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Follow guidelines for maintenance, eg. hall floor.

2. FIRE AND SECURITY

Help to ensure that all systems are regularly maintained and tested and appropriate records kept.

To assist the Site Manager to:

- Monitor traffic on site.
- Ensure internal security procedures are adhered to; reporting any issues to the Head Teacher
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

3. HEALTH & SAFETY

To assist the Site Manager to:

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.

4. COST EFFECTIVENESS

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

To assist the Site Manager to:

- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site in order to ensure the most economical use of fuel and water.

5. PORTERING

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

To assist the Site Manager to:

- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on.
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required.

6. CLEANING and WELFARE

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

To assist the Site Manager to:

- Manage refuse and recycling procedures and ensure relevant staff are aware.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
- Assist with cleaning duties when necessary.

7. CPD

- To attend relevant courses to keep up to date with issues and initiatives.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headteacher.