



Believe Achieve Succeed

SCHOOL: THAMESVIEW SCHOOL
JOB TITLE: FACILITIES ASSISTANT
REPORT TO: BUSINESS MANAGER
SCALE: Kent Range 6

PURPOSE OF THIS JOB

To support the Business Manager with all aspects of the School's facilities management as specified below.

PREMISES MANAGEMENT

Buildings outside the PFI Arrangement

To manage all buildings outside the PFI arrangement, including resolving concerns raised by neighbours.

Maintenance

- Undertake a weekly health and safety and general building maintenance premises check, agree remedial works with Business Manager (BM).
- Collate a weekly list of day to day minor repairs and maintenance for the Vocational Technician to carry out, monitor for completion.
- Collate an annual maintenance list of tasks for the Vocational Technician to carry out during holiday periods, monitor for completion.
- Plan maintenance or major repairs around the school's operating times and term dates.
- Provide maintenance updates for regular meetings with the business manager.
- Ensure the safe and efficient operation of all premises related mechanical, electrical, heating services and other plant, including recording and submission of meter readings.
- Ensure buildings and site are secure at all times (CCTV & Alarms).
- Where CCTV footage is required liaise with ICT technician to obtain this.
- Maintain a record of site keys ensuring sufficient supply to meet staff requirements along with a recall process when staffs leave.
- Inform the Vocational Technician of portage service (resources, furniture etc.) between these buildings and from these buildings to the main school or School storage containers
- Review cleaning standards regularly, ensure these remain high, report concerns to Kier FM site manager.
- Monitor and report vandalism to the Business Manager.
- Arrange Summer deep clean with Kier FM manager, check quality of clean, resolve issues with Kier FM site manager.
- Arrange the safe and appropriate disposal of redundant materials and equipment.
- Source resources such as furniture requests raised by staff, present findings to BM for approval. Raise PO once approved.

Contractors

- Maintain a record of service level agreements with specialist contractors, ensure these are carried out as specified in the agreement. Raise annual purchase orders (PO's) for these contracts.
- Source contractors who are reliable, and provide quality, timely and cost effect service.
- Follow the schools financial guidelines and procedures with regard to the tendering processes.
- Consult the business manager prior to contractors being appointed to undertake works.
- Raise purchase orders for contractor works, to be submitted to BM for approval.
- Safe guarding, obtain relevant documents, provide details to School's HR team maintain a record for reference.
- Obtain public liability and risk assessment method statements (RAMS) prior to engagement.
- Inform Kier FM helpdesk when contractors due on site & email RAMS to them beforehand.
- Ensure the area contractors are working in is H&S compliant.
- Carry out site induction prior to works commencing.
- Meet and greet contractor at reception, issue with relevant identification badge, ensure badge returned & contractor signed out when leaving site.

- Monitor works whilst on site to ensure carried out to the agreed specification.
- Resolve any discrepancy with contractor regarding quoted and invoice cost.
- Responsible for issue and safe keeping on contractor's security swipe cards.

Health & Safety

- Ensure Vocational Technician carries out annual portable appliance testing (PAT), ensure staff do not bring electrical items onto site without PAT being carried out.
- Ensure the maintenance and periodic checking of fire and other safety equipment by a specialist contractor is carried out.
- Responsible for ensuring correct and up to date H&S information is displayed on staff notice board all sites.
- Energy certificates to be displayed and updated as required.
- Ensure fire evacuation notices are displayed in all classrooms and open spaces, update as required.
- Carry out weekly premises checks, maintain record of these, agree remedial works with BM. Provide report of any major issues with remedial actions for each FGB meeting

PFI Buildings & Grounds

- Establish & maintain good working relationships with Kier FM site staff.
- Carry out weekly check of buildings and grounds, report issues to Kier FM, maintain log and follow through.
- Liaise with Kier site manager regarding management of day to day premises issues.
- Ensure Kier FM contractors attend site for repairs/maintenance within agreed time frames.
- Check quality of works carried out by Kier FM contractors are to satisfactory standard.
- Manage the t.maintenance email account, review the request, forward to Kier helpdesk, and track the job through to a timely satisfactory outcome.
- Check ARD (vandalism) notices issued by Kier , ensure relate to vandalism rather than wear and tear. Raise purchase orders for ARD's, submit to BM for approval. Maintain record of ARDs for monthly reconciliation.
- Where LCW's (low cost works) required (all sites), raise enquiry with Kier helpdesk, and submit cost to BM for approval. Raise purchase order when approved. Maintain record of LCWs for monthly reconciliation.
- Refer relevant neighbour disputes to Kier FM & KCC/GEN2, follow through for resolution.
- Ensure actions highlighted on H&S reports are completed by Kier FM.
- Ensure Vocational Technician carries out monthly check on PE external & internal equipment, undertaking basic maintenance where required. Ensure annual service of equipment is carried out by specialist contractor and recommended repairs followed through
- Ensure Vocational Technician provides portage service (resources/furniture etc) from this building to non-pfi buildings.
- Maintain a record of site keys, ensure sufficient supply to meet staff requirements along with a recall process when staffs leave.

General (all buildings)

- Forward Kier Additional Hours spread sheet to helpdesk when DHT issues revised, monitor and follow through.
- Maintain record of owners for "hand held radios". Obtain approval from BM where radios need replacing, raise PO following approval.
- Source resources such as furniture requests raised by staff, present findings to BM for approval. Raise PO once approved.
- Responsible for maintaining an asset register for non ICT purchases and carrying out termly ICT equipment asset check with ICT support manager, maintain records for reference.
- Maintain sufficient supply of the various HIVIS vest categories and issue to the appropriate staffs

Health & Safety

Accidents & Incidents

- Ensure appropriate form is received and completed accurately for any accidents/incidents.
- Review cause and establish whether remedial actions are required by the School or Kier FM to prevent re-occurrence.
- Discuss with BM whether the accident/incident should be reported to RIDDOR health & safety executive.
- Provide BM with report of accidents/incidents for each governing body meeting.
- Retain records for required time.

Fire Evacuations

- Agree dates with Deputy Head Teacher & Kier FM site manager
- Maintain a record of drills and follow through on actions highlighted
- Provide report on all drills and outcomes to BM for each governing body meeting.

Fire Wardens

- Responsible for ensuring Fire Wardens across the whole School follow their duties.
- Monitor wardens reporting when Fire Evacuation occurs, take remedial actions where necessary.
- Maintain list of wardens, update School and Kier FM documents following any change.

School Emergency Grab Bag

- Ensure supplies are current and meet regulatory requirements.
- Carry out formal annual check of contents.
- Responsible for taking bag to evacuation point when fire evacuation instigated.

First Aid

- Maintain a record of staff that hold this qualification, update as and when staff changes occur.
- Liaise with BM regarding replacement staff.
- Manage training renewals, liaise with relevant line managers & CPD Co-ordinator regarding staff attending training.
- Maintain and update first aid staff posters across whole school.
- Maintain and update locations list for First Aid boxes/bum bags etc.

Risk Assessments

- Issue annual curriculum risk assessments to teachers, review for accuracy, and upload onto share point once satisfactory.
- Issue annual risk assessments to relevant staffs for events such as the below, review for accuracy, upload onto share point once satisfactory.
 - After School Clubs
 - Charity cake sales
 - Staff events

H&S Training

- Agree annual training requirements with BM
- Obtain cost from relevant provider and present to BM
- Raise purchase order for agreed training and book with provider
- Liaise with CPD co-ordinator regarding when staffs can undertake training
- Issue invites/emails to relevant staff to complete training
- Follow through to ensure training completed within agreed timeline
- Ensure new staffs complete relevant H&S training and provide overview of H&S at Thamesview.

School Mini Bus

- Maintain a list of approved drivers, along with required regulatory documents.
- Ensure sufficient drivers available to meet School demands.
- Establish training required for new drivers, present costs to BM and raise POs' once approved.
- Co-ordinate refresher training and new driver training with staffs line managers.
- Ensure Vocational Technician:
 - Arranges MOT & Road Tax each year
 - Renews RAC membership each year
 - Has the most up to date Mini Bus policy with a copy being is stored in the bus
- Review life cycle cost of mini bus repairs/maintenance to other long term options.
- Should vandalism occur to the bus, source contractor/garage for repairs quote.
- Liaise with insurance company to obtain approval for repair via insurance claim.
- Follow through on repairs being carried out and submit insurance claim.

Miscellaneous

- To undertake such task as reasonably requested by the Business Manager, or on their behalf, as are appropriate to this job description
- To carry out any other duty in line with the responsibility level of the post under the direction of the Business Manager
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- To have due regard to the Health and Safety at Work legislation in carrying out all aspects of the post.

Notes

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Conditions of Employment.
- This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.

Person Specification

Qualifications

GCSE or equivalent in English and Mathematics in grade A* to C.

Experience

Previous relevant experience relating to the role requirements, such as:

- Knowledge of health & safety legislation and procedures
- Premises management
- Working in a School setting

Skills & Abilities

Have good interpersonal and communication skills, both oral and written.

Ability to:

- communicate using information technology as required for the role
- Organise and prioritise own workload.
- Identify changes required to work routines and act upon them in liaison with line manager.
- Maintain accurate and timely records as required by the role.
- Work as a flexible member of a team.
- Be proactive and work on own initiative.

Willing to contribute to the overall development of the school in a positive and committed way.

Committed to the professional development of themselves and others