



Job Description

Mobile Facilities Officer

Grade D £21,214 - £23,876

Full time position

Responsible to: Mobile Facilities Manager / Regional Facilities Manager (RFM)

Line Management: Facilities Assistant

Main purpose of the post: This post has a number of key purposes:

1. To manage the utilisation of the premises and associated facilities for both educational and allied usage across The Thinking Schools Academy Trust. To ensure that premises are presented at all times in a secure, safe and well-maintained state.
2. To oversee the maintenance programme and monitor any associated budgets.
3. Work with the Mobile Facilities Manager/ RFM to support capital projects and developments
4. Health & Safety management
5. Key holder

The Facilities Officer will:

- Provide oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors
- Management of and participation in a shift system for out of hours' requirements, including weekends.
- To work a split shift to cover for a partner site team member in their absence.
- Be prepared to adjust duty hours to enable the opening and securing of the premises on an ad-hoc basis, as and when necessary.
- Monitor on-site contractors and associated budgets.
- Monitor and ensure the recording of regular checks on fire alarms, extinguishers, intruder alarms, residual current devices and visual checks of electrical fittings.

- Ensure that daily access to fire exits and equipment are available and free from obstruction.
- Organise plans and procedures for emergency situations and liaise with emergency services: number 1 key holder.
- Maintain the academy minibus (where applicable) and drive by arrangement with Mobile Facilities Manager/ RFM. A MIDAS minibus course provided by TSAT must be passed and be in date before driving the minibus.

Maintenance:

- Carry out a maintenance programme, as directed by the Mobile Facilities Manager/ RFM, for the premises and its equipment, arranging for repairs to be carried out.
- Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Mobile Facilities Manager/ RFM. Clean toilets during session times, as necessary. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning as required due to accidents, illness, vandalism, building and equipment failure.
- Work with the Mobile Facilities Manager/ RFM on completing action plans relating to surveys and inspections.
- Monitor and ensure maintenance of heating and boiler machinery, record and monitor use of energy.

Capital Development

- Work with the Mobile Facilities Manager/ RFM to monitor capital projects.
- Liaise with chief contractor and ensure minimal disruption to premises staff.

Health & Safety

- Manage risk assessments and audits.
- Maintain COSHH register and manage Fire Safety, Asbestos and Water Hygiene logbooks. Training to be provided as necessary.
- Oversee that Personal Protective Equipment (PPE) is available and being managed for all staff and contractors.
- Be willing to attend various Health & Safety training courses, or attain certificates via eLearning, as directed by the Facilities Manager/ RFM and regulated by the HSW Act 1974.

Person Specification

Mobile Facilities Officer

| Requirement | Essential and Desirable |
|--|--------------------------------|
| General Requirements | |
| Good general education | Essential |
| Good ICT skill | Essential |
| Able to work under pressure | Essential |
| Good organisational skills | Essential |
| Able to work accurately and with attention to detail | Essential |
| Ability to work on own initiative | Essential |
| Good communication skills, both written and oral | Essential |
| Willing to develop personal skills through training | Essential |
| Flexible and adaptable | Essential |
| Post Specific Requirements | |
| Previous experience as a caretaker or similar | Essential |
| Practical skill in maintenance and cleaning | Essential |
| Experience of managing Health & Safety | Essential |
| Full, clean driving license with access to own transport | Essential |
| Good working knowledge of Microsoft Office | Desirable |

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.