

## **JOB DESCRIPTION**

**TENTERDEN SCHOOLS TRUST**

**ASSOCIATE STAFF – GENERIC**

**STAFF NAME:**

**POST TITLE: ASSISTANT FACILITIES MANAGER**

### **1 - JOB PURPOSE AND ACCOUNTABILITY**

- 1.1 To assist in the maintenance, health and safety, and security of the Trust, maintaining a safe environment.
- 1.2 To work under direction of the Facilities Manager and to deputise for the Facilities Manager.
- 1.3 Your immediate responsibility is to:
  1. The Facilities Manager
  2. All staff are ultimately responsible to the Chief Operating Officer.

### **2 - GENERIC – ASSOCIATE STAFF**

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 All staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the school's principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.

- 2.8 To respond to the requests of teaching staff
- 2.9 To support other associate staff and particularly other members of the Student Services and Attendance Teams by covering their duties if they are absent from work or if a piece of work needs doing.
- 2.10 To carry out other duties as may be reasonably required by the Principal from time to time.

### **3 - GENERAL – APPRAISAL PROCESS**

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
  - An empirical target to ensure that progress is measured accurately and effectively
  - A target based on the School Improvement Plan
  - A target which will encourage personal and professional development

### **4 - SPECIFIC DUTIES – ASSISTANT FACILITIES MANAGER**

The successful candidate will work with a professional, can do and proactive approach having had supervisory or management experience. 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 carpentry or building is a key advantage.

Key duties and responsibilities

- 4.1 To ensure the school buildings and site are secure.
- 4.2 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 prior agreement with reasonable notice.
- 4.3 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.
- 4.4 To take a proactive approach when carrying out tasks and reviewing the school site.
- 4.5 To take preventative measures and steps to eliminate health and safety risks where possible, and report any hazards immediately to the Facilities Manager.

- 4.6 To act as the first point of contact for all school deliveries, ensuring that items are moved promptly to the appropriate area/person.
- 4.7 To undertake portage duties to include moving school furniture and equipment.
- 4.8 To escort and advise maintenance contractors attending the school site, ensuring compliance with safeguarding procedures.
- 4.9 To undertake daily and periodic maintenance tasks, to include decorating and repairs, to ensure a safe and well-kept environment is maintained.
- 4.10 To be familiar with school heating, fire alarm and intruder alarm systems and operate as required.
- 4.11 To take weekly/monthly meter readings
- 4.12 To oversee that waste is dealt with in the correct manner.
- 4.13 To act as a key holder for emergency call outs out of hours.
- 4.14 To carryout driving duties for school as instructed.
- 4.15 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.
- 4.16 To line manage (including performance management) the Site Teams, 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.
- 4.17 To carry out periodic cleaning tasks as requested by the Facilities Manager and SLT.
- 4.18 To assist in set up of school events and functions as requested.
- 4.19 To carry out snow clearing duties as and when required.
- 4.20 Actively ensure training is kept up to date, and comply with all Health and Safety, Fire and School policies.
- 4.21 To be up to date with all relevant Health and Safety policies, ensuring the smooth running of a critical school activities overseen by the department (fire evacuation, lock down etc.).
- 4.22 To review and maintain an effective helpdesk with prompt response times along with colleagues.
- 4.23 Contacting suppliers for quotations, ensuring best value is obtained, when deputising for the Facilities Manager.
- 4.24 Regular site walk/review to ensure all areas of the sire and building are safe, compliant and well presented.
- 4.25 As a team, review of compliancy checks and timetables to ensure fully compliant at all times.
- 4.26 Class room moves and set up as required.
- 4.27 To authorise contractors by telephone to carry out repairs as directed by the Facilities Manager.

- 4.28 To monitor contractors work and check completed works prior to handover.
- 4.29 To monitor and maintain the site team store cupboards and maintain good condition of site equipment reporting all defects to the Facilities Manager.
- 4.30 Cleaning of the school vehicles, and regular checks ensuring the vehicles are well presented and maintained.
- 4.31 To carry out any adhoc tasks deemed reasonable by the Facilities Manager.

**Note**

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.