



JOB TITLE: Facilities Assistant

SCALE: Kent Range 3 - £14,986.89

RESPONSIBILITY TO: Facilities Manager

HOURS: 32.5 hours per week, 7am-2pm (Core hours are 7am-6pm)

CONTRACT: 43 weeks per year (Term Time + 3 weeks in holidays)

RESPONSIBILITIES AND DUTIES

Support with ensuring the security, safety and general maintainence of the internal and external areas of the school.

Principal Duties and Responsibilities:

1. Maintain the security of the premises by opening and closing premises (including after school hours and during weekends, when required).
2. Keep records relating to maintenance and security.
3. Undertake the general checking and cleaning of some parts of the establishment, as directed, and if required cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.
4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the building and site.
5. Monitor the boiler and Plant Room panel to ensure the school is kept running on a day to day basis to meet the establishments needs. Report issues to the Facilities Manager.
6. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7. Perform duties in line with Health and Safety Regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
8. Provide a portorage service for deliveries to ensure supplies are correctly handled and appropriately delivered
9. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc., and if required grass cutting and grass maintenance to maintain a clean and tidy environment.
10. Periodic cleaning of designated areas of the school building and grounds according to instructions.
11. Attend training courses as required and assist in the training of other premises support staff as directed.

12. Comply with Health & Safety, Fire Regulations and other County policies
13. Carry out vehicle inspections.
14. Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
15. Be part of the on-call team for out of hours call outs, which have been escalated by the contracted security company.
16. Any other duties as required, by the facilities manager.

