



Job Description & Person Specification

Job Title : Estates & Facilities Coordinator

Scale : Scale 4

Job Purpose:

- To be responsible to the School Operations Co-ordinator / Estates Director for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities) lighting, heating and maintenance of the premises to enhance the high quality of the school, buildings, grounds and environment.
 - To clean the school and to undertake the daily cleaning of the premises internally in their entirety to ensure that the schools' premises are always clean and tidy and free from litter in order to provide an excellent environment.
 - To play a significant role in the general management of the site in conjunction with the School Operations Coordinator.
 - To assist the Estates Director to provide a responsive, effective, professional and compliant Estates Management service.
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Reporting Arrangements

Reporting to: School Operations Coordinator / Estates Director

Main Responsibilities:

1. Security

- Lock and unlock the premises and ensure the security and safety of the site including at weekends, if necessary.
- To be a principal key holder and be responsible for, and undertake, all key holder duties including response to emergency call out if required.
- Ensure all windows and doors are locked at the end of each School day and report any issues to Estates Director.
- Ensure contractors are following security protocols and codes of conduct during the school holidays when generally project works are taking place.
- Liaise with the local PCSO where necessary to ensure high standard of security on school grounds.

2. Buildings & Grounds

- To be the principle cleaner for the school and to undertake the daily cleaning of the premises internally in their entirety to ensure that the schools' premises are always clean and tidy and free from litter in order to provide an excellent environment.
- Assist the Estates Director with completing and or updating risk assessments for the school as required.
- Set up rooms for lettings, school events and ensuring classrooms are set up correctly for school use after such events.
- Replenish toilet rolls, paper towels and soap.
- Empty playground bins.
- Complete overtime duties related to the use of the premises outside normal working hours and to help organise the car parking on site during such events.
- Undertake regular inspections of the premises to determine the need for repair and maintenance work and report to the Estates Director.
- Carry out maintenance/repair work.
- Complete checks at appropriate intervals of the fire alarm system, escape routes, fire extinguishers, and emergency lighting and keep accurate records of these.
- Liaise with contractors on site.
- Carry out portage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies.
- Monitor the condition of the school's fences and gateways and to take any action to repair, maintain and improve the perimeters and report to the Estates Director.
- Work with members of the public on site during lettings and to ensure the car park is used correctly by visitors.
- Ensure that all on-site service meters and associated returns are completed as required by the Trust and records are uploaded onto the portal and retained.
- Ensure any seldom used outlets are monitored and checked at appropriate intervals for legionella prevention.
- Ensure that drains and gullies are tidy and litter free including the cleaning of grease traps where appropriate.
- Sweep, and keep all paths and walkways leaf and debris free around the site.
- To be responsible for monitoring stock levels of consumable items and placing requisitions to the School Operations Coordinator for authorisation.
- To be responsible on a daily basis for the overall security and safety of the school premises.
- To monitor the work of external grounds maintenance contractors and ensure all work is completed to a satisfactory standard.

3. Health & Safety

- Ensure that the Health and Safety guidance is adhered to and that the appropriate clothing is worn at all times.
- Monitor the maintenance of equipment for protection against, and escape from, fire and complete reports for the Estates Director.
- Ensure that all machinery and cleaning materials are stored and used correctly and in an appropriate manner and that accidents at work and defects of equipment, machinery or premises are reported to the Estates Director.
- Ensure that snow is removed from main entrances and walkways between buildings and that surfaces are gritted where appropriate during inclement weather.
- Ensure all COSHH data is up to date and records always maintained.

4. Additional Duties

- Assist the School Operations Coordinator to place appropriate planned and preventative maintenance orders, liaising closely with school finance and administration over completion and

payment.

- To ensure the daily job lists are completed and to lead by example in ensuring jobs are completed to a high standard and Health and Safety procedures are always followed.
- Ensure helpdesk jobs are kept updated.
- Work with the School Operations Coordinator to create a holiday schedule/plan for the school holiday periods.
- Ensure waste is removed from site where appropriate and all skips / refuse containers are kept locked over-night.
- Make relevant enquiries and phone calls to suppliers and contractors as directed by the School Operations Coordinator.
- Ensure all relevant safety checks are completed on site.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
- **Courageous** - Willing to speak up, offer ideas, challenge the norm.

- **Hard Working** - Strong work ethic, prepared to go the extra mile.
 - **Inclusive** - Treat others fairly and equally.
 - **Engaged** - Involved/absorbed in your work, participate at all times.
 - **Value** - Add value to your role, your team and the Trust.
 - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
 - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
 - **Encouraging** - Giving/offering support and confidence to others, working together.
 - **Navigator** - Providing guidance, leading when necessary.
 - **Tenacious** - Perseverance, never giving up, whatever it takes.
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent. 	<ul style="list-style-type: none"> • A Supervisory qualification
Knowledge and Experience	<ul style="list-style-type: none"> • To have a sound knowledge of cleaning materials and equipment and their uses. • An understanding of the Health & Safety relating to Estates activities/situations • Some knowledge of relevant legislation and best practice relating to building regulations etc. • Prior experience with stock control • Prior experience in a similar role • Able to work a split daytime shift pattern, typically 6.30am – 10.00am 2.30pm – 6.30pm. • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • A qualification BICS, Licence to Practice, (British Institute of Cleaning Science) or NVQ in cleaning services. • Knowledge of writing and producing risk assessments • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in education
Skills	<ul style="list-style-type: none"> • Ability to work with all levels of personnel and also without supervision. • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach. • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	<ul style="list-style-type: none"> • People management skills and the ability to lead and work harmoniously as a member of a team
Other Qualities	<ul style="list-style-type: none"> • Prepared to be 'on call' to deal with emergency situations • Full driving licence and own transport • Maintain a practical and sensible approach • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	