



## **Facilities Assistant - Job Description**

**Reports to:** Facilities Manager

**Pay grade range:** D 3-4

### **Summary:**

To provide site user access and security, undertakes basic maintenance, daily inspections and inspect and tests alarms.

Provide safe access for staff, utility providers, contractors, clients, Parents and pupils to ensure a safe, secure and clean working and learning environment.

### **Main Responsibilities:**

- Assist the Site Manager to effectively manage and maintain the changing needs of the school
- Ensure compliance with service or maintenance schedules, performance is monitored and areas of concern are identified and reported. Undertake all necessary recording or reporting to ensure correct charging
- Work directly with the Site Manager to ensure compliance with Health & Safety requirements, COSHH assessments, and risk assessments.
- Assist in providing safe and secure access to allocated site areas and undertakes inspection to facilitate education delivery, community and business use, specialist equipment service and repair, building maintenance, and utility or emergency services activity
- Undertake regular routine security and site inspections to identify any potential health & safety issues, respond to any security concerns, demonstrate a physical presence on site, remove any debris, record damage and enable repairs to be reported and undertaken
- Carry out repairs and maintenance of equipment and parts of the infrastructure of the building that is seasonally predictable to carry out repairs using power tools and machinery
- Ensure that allocated buildings and site facilities are secured and that furniture, materials and equipment are made available, stored and are safe and in good repair prior to and on completion of use
- Co-operate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities
- Inform the Site Manager of progress and /or failings on contract delivery and own work load



- Monitor, inspect and check site facility services e.g. heating, water, fire safety equipment, electricity, gas, telecommunications and security to identify and highlight any areas of concern, or variance to inform the necessary intervention that ensures service objectives
- Undertake emergency cleaning and basic maintenance to make safe, repair or maintain the fabric of the building, facilities or equipment
- Clean floor space in teaching, communal and office areas using appropriate techniques and equipment e.g. mops, sweeps, spray cleans, machine scrub, dry, buff and suction clean
- Clean internal surface areas e.g. walls, windows, work surfaces and sanitary appliances using appropriate techniques, equipment and materials e.g. washing; dusting; damp wiping; polishing and cleaning
- Assist the Site Manager in ordering and arranging delivery and storage of materials and equipment.
- Undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services
- Assist the Site Manager in the management of site security equipment to ensure the site is continuously monitored, appropriate protocols observed and records maintained
- Managed by the Site Manager, responsible for the security and safekeeping of allocated buildings, site facilities, furniture, materials, gardens, grassed and amenity areas, equipment and site services. This would involve key holder responsibility which may be shared with other staff.
- Ensure all computerised/manual records of inspections, works undertaken, and utilities/fuel efficiency are uploaded and recorded on the Premises Management system under the management of the Site Manager.
- Health & Safety - The postholder must carry out his / her duties with full regard to the Department's Health & Safety Procedures.

### **General Responsibilities:**

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.

**Person Specification:**

<b>Criteria</b>	<b>Essential or Desirable</b>
Experience working in a school or an industrial site	Essential
Ability to maintain appropriate levels of security in all working areas	Essential
Experience undertaking regular inspections and intervene to ensure the specified cleaning standards are achieved and appropriate records maintained	Essential
Experience ordering and arranging the delivery and storage of materials and equipment and resolve any routine issues that arise	Desirable
Experience of using and maintaining cleaning equipment and materials.	Essential
Practical DIY skills required to repair equipment and general building maintenance	Essential
Experience of ensuring full compliance with property management and all aspects of academy Health & Safety	Essential
Good knowledge and understanding of the quality standards and operational practices necessary to achieve established standards, including Health & Safety requirements and site management	Essential
Good understanding of the operational practices and working methods and work schedules involved	Desirable
Good understanding and awareness of the related Health & Safety issues associated with cleaning materials, equipment and premises	Essential
Knowledge of different chemicals	Desirable
Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports	Desirable



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Ability to work under pressure, with accuracy, unsupervised and on own initiative	Essential
Ability to maintain strict confidentiality in all matters	Essential

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