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| **Job Description** | |
| **Department** | Facilities Department – The Kingsway School |
| **Post Title:** | **Facilities Assistant** |
| **Salary Scale/Range** | NJC Scale 3 £23,500 – £23,893 |
| **Hours** | 37 hours per week. Full Year |
| **Permanent/Fixed Term** | Permanent |
| **Posts Responsible to** | * Responsible to the Headteacher through the Line Management structure which in the first instance would be the School Assistant Facilities Manager   Relationships   * Daily contact with the School Business Manager * Regular contact with service provider supervisors, and managers |
| **Posts Responsible for** | The post does not have any line manager responsibilities |
| **Role Purpose**:   * To assist with providing on all occasions a safe and fit for purpose school premises for pupils, staff, visitors and volunteers to complete their day-to-day activities. * To support the Facilities Department in ensuring that all School operations comply with relevant legislation including: The Health and Safety at Work Act, Building and Planning legislation and current environmental legislation. * To assist with the undertaking of routine building inspections in the School to detect and report any defects to the Facilities Manager/ Assistant Facilities Manager, recording as required all maintenance and Health & Safety compliance checks. * To assist in ensuring that the undertaking of the appropriate programme of repair and maintenance for the property and grounds are followed and all records are updated in a timely manner. * To act as a Facilities point of contact in the assistance of property & estate matters in support of the Headteacher, School Senior Leadership Team, staff and other external service providers. * To assist with the provision of security of the School site and emergency cover as and when required. This to include opening/closing the School at the start and finish of the day. * Assist with the management of External Service Contractors in line with contractual requirements and service level agreements ensuring the satisfactory undertaking by External Service Providers complies on all occasions with Trust Policies. | |

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| **Key Accountabilities/Primary Responsibilities:**  Tasks that may be carried out in this role include, but are not limited to:  Key Responsibilities & Accountabilities   * + To assist in ensuring the safe, efficient, and effective day to day running of the Facilities Department Property & Estates service through the satisfactory performance and completion of planned preventative maintenance, cyclical programs, and other required duties.   + To undertake emergency and planned repairs as directed, responding effectively and keeping records of all such work. Ensure all such issues are reported through the correct escalation process in a timely manner.   + To ensure that all works have appropriate Health & Safety Risk Assessments in place and all Health & Safety checks are carried out as directed.   + Keep all Facilities tools and School equipment in excellent working order and compliant.      * + Assist with maintaining energy efficient measures within the Kingsway School.   + Assist in ensuring the safety of the school sites during periods of bad weather, including clearing of paths of snow, ice and fallen leaves and applying rock salt when required.   + To be a responsible key holder and ensure the security of school premises, grounds and its contents including monitoring.   + Assist with the maintenance of access control, CCTV, and physical security systems on site, undertaking routine security checks outside of school hours & responding to all alarms.   + To assist the Facilities Department and School in the implementation procedures related to the Business Continuity plan and other emergency events.   + To undertake preparing areas for school related activities and functions, moving, and setting up furniture and equipment as required.   + Provide portering services to ensure school day to day activities proceed as expected.      * + Assist in the general running of the Property & Estates service through the preparation of daily, weekly, and monthly reports, answering the phone, dealing with complaints and meeting facilitation.   + Assist with the maintenance of effective and efficient filing systems and structures in line with the Facilities Departments requirements including service contract records and other property related records.   + Assist with maintaining stock control of all consumables as directed.      * + Provide as directed support on School Facilities projects undertaken both in-house and externally.   + Assist with and support all day-to-day activities related to the operation of the Facilities Department.   + To be flexible and able to adapt and prioritise appropriately including being able to work different shift patterns where required between the hours of 6am – 7pm.   + The post holder may be required to complete duties deemed suitable by the management of the school not specifically referred to above and occasionally to work outside normal working hours. A shift payment may be made in these circumstances.   ***This job description is renewed on a regular basis at the time of the Annual Performance Review to ensure it accurately reflects the role being undertaken****.* |
| **School Ethos & Culture**   * To act as an integral part of the school support staff providing support to complement operational needs for team members as and when required. * Promote & contribute to the overall School ethos/values/ and aims of the School & Trust applying it in all daily work activity * To comply on all occasion with the Trust Code of Conduct for Staff and all other Trust/School Policies’ and Procedures. * To act with personal integrity and professionalism on all occasions; |
| **Professional Development**   * Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date * Be a professional role model, and understand and promote the aims and the values of the Trust |
| **Safeguarding and Promoting the Welfare of Children and Young People**   * The Facilities Assistant is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and follow all of the Trust’s policies and procedures in relation to safeguarding at all times ensuring alignment to *‘Keeping Children Safe in Education’* guidance. |
| **Data Protection**   * The Facilities Assistant is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust’s information governance policies and procedures at all times. * Any information the Facilities Assistant has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the Facilities Assistant from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s. |
| **Equality and Diversity**   * The Facilities Assistant is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return. * The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment. |
| **Health and Safety**   * The Facilities Assistant has a duty to take care of their own health, safety, and that of others who may be affected by their actions at work. * The Facilities Assistant must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times. |

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| Staff Member Name |  |
| Signature |  |
| Date |  |
| Manager Name |  |
| Signature |  |
| Date |  |

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*