



Midsomer Norton
Schools Partnership



Home college: Frome College

Job Title: Facilities Maintenance Assistant

Grade: 3 SCP 5-7
£12.85 - £13.26 per hour (£24,790 to £25,584 full time)

Responsible to: Premises Manager

Hours of work: 8.00 to 4.00 p.m. Monday to Thursday
8.00 to 3.30 p.m. Friday

These hours will vary on occasion to meet College requirements, e.g. during exam periods, parents' evenings, open evenings when you may be required to work later and start later in the morning or work a split shift.

Job purpose: To proactively assist with the delivery of the facilities management services in order to maintain a high standard of functionality and premises upkeep.

Main Duties & Responsibilities

- Be a named key holder for the college campus, ensuring the college is open and operational and locked and secure
- Set and unset college security alarm systems and to respond, where necessary, to alarm activations and emergency call outs.
- Report all building, fixtures, fittings and maintenance issues/defects across the college to the Premises Manager
- Test and manage fire safety systems in accordance with statutory requirements
- Take ownership of and carry out routine daily/weekly/monthly planned maintenance activities such as legionella monitoring and emergency lighting
- Maintain a high standard of cleanliness and tidiness across all colleges, sweeping/clearing paths and walkways and completing waste management activities (litter collections, putting college bins/recycling in/out as required)
- Comply with and promote good health and safety procedures
- General making good and general upkeep of building fixtures and fittings including drain/gutter unblocking, window cleaning, stain/graffiti removal, painting/decorating, minor plumbing repairs, building fabric repairs.
- Clean up after any self-work activity and ensure all subcontractors clean up on completion of their work activities
- Obtain and collate utility meter readings as required
- Assist with materials/products sourcing, pricing and procuring when/if required
- Provide adverse weather response, grit paths and clear snow as necessary
- Where necessary escort building contractors and service engineers around the colleges' buildings and premises, supporting them as required.
- Driving tasks i.e. collection/deliveries as required by the Premises Manager

College Support & General

- Attend all site team meetings
- Attend all training courses as directed
- Participate in the College's Performance Management Review process and make use of professional development opportunities.
- Play an active and positive role.
- Maintain confidentiality according to organisation and legal requirements.
- Be aware of equal opportunities policies and principles and health & safety regulations
- Use electronic devices to receive work and instructions, record work activities, and communicate as necessary (e.g., Ipads, mobile phones, pagers and two-way radios, email)
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- Undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

Additional Information:

This job description outlines the key responsibilities and duties of the role but is not an exhaustive list. The postholder may be required to undertake other duties in line with the level and nature of the post as directed.

Physical Effort & Working Environment

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties. There may be an increased level of physical effort required in areas for children with personal or specialist needs.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

OTHER INFORMATION

The Midsomer Norton Colleges' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Current, clean driving licence
Responds enthusiastically to a demanding and busy environment
Driven to succeed, independently and as part of a team
Reliable, adaptable and innovative approach to work activities
Sets and maintains high standards of delivery with attention to detail being essential
Ability to work to set schedules
Ability to re-prioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Ability to manage own workload within agreed time frame
Responds professionally to customer requests
Keeps customers informed of progress of work using clear, informative detail
Tactfully and diplomatically manage customers' expectations
Uses own initiative to overcome problems
Ability to communicate effectively at all levels
Uses resources efficiently and effectively
Approachable and friendly
Remains calm under pressure
Basic computer knowledge and ability to competently use mobile devices
Knowledge of relevant Health and Safety requirements
Uses safe working methods
Knowledge of COSHH
Willing to work extra hours and be flexible with shift patterns as necessary
Willingly carries out repetitive tasks
Able to: <ul style="list-style-type: none">• Climb a ladder and stairs unaided• Work at heights• Reach overhead and below the knees, including bending, twisting, pulling, and stooping• Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance• Visually inspect tools, equipment, or machines (e.g., to identify defects)• Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination• Use electronic devices to communicate
Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs
Takes responsibility for own personal development
Desirable
Experience of general maintenance work
Knowledge and experience of electrical and mechanical building services
Experience or understanding of working in education/college/Leisure environment
Fire safety awareness
Knowledge & understanding of Health and Safety at Work Regulations
Asbestos awareness
Legionella/water regulations awareness

Post Holder:

Name:

Signature: _____

Date: _____