



Location: Colonel Frank Seely Academy, Flatts Lane, Calverton, Nottingham, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 – 32

Hours of work: 37 hours per week, all year round + Evening and weekend lettings, for which overtime will be paid

Responsible to: Facilities Manager & Operations Manager

Post objective: To provide facilities support to the academy and to the grounds at shared services, ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Main Duties and Responsibilities:

Site Security and Safety:

- To assume key holder responsibilities, opening and closing the academy and trust building as and when required (including evening and weekend lettings for commercial functions).
- Ensuring the security of the premises and contents.
- Responding to intruder alarms and emergencies.
- Having awareness of Health and Safety issues to safeguard self and other users of the school.
- Carrying out Fire/Water safety checks as requested by Facilities Manager.
- Liaise with other site staff and contractors, as necessary.

Maintenance of the Academy Buildings:

- Sharing responsibility for day to day maintenance of the buildings.
- General repair and maintenance as requested by the site supervisor.
- Painting and decorating as necessary.
- To undertake portage tasks as necessary such as setting out furniture for examinations/assemblies/evening functions.
- Prompt removal of graffiti.
- Ensuring external areas are clean and tidy.
- Clearing snow and ice as necessary.
- Assisting with delivery of equipment/supplies to designated areas.
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday period.

Maintenance of Heating Systems:

- Attending to the heating of the premises as necessary.
- Ensuring boiler plant equipment is properly cleaned maintained.
- Ensuring adequate supplies of fuel are maintained.

General:

- Deputising for the Facilities Manager as necessary
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.



	Essential	Desirable
Qualifications, Knowledge & Experience	<p>Good level of numeracy and literacy</p> <p>Experience of working within a site/ maintenance team role</p>	<p>First Aid Qualification</p> <p>Health and Safety Qualification</p> <p>Experience of working in a school environment</p> <p>Supervision of contract services</p> <p>Experience of completing risk assessments</p> <p>Experience of managing budgets</p>
Skills, Abilities & Personal Qualities	<p>Able to understand and apply regulations e.g health and safety</p> <p>Competent at basic building, repairs, maintenance and ground maintenance</p> <p>ICT literate with Microsoft applications</p> <p>Effective communications with a wide range of stakeholders</p> <p>Ability to set high expectations and foster a culture of continuous improvement</p> <p>Enthusiastic and self-motivated</p> <p>Ability to work on own initiative and prioritise workloads</p> <p>Flexible with regards to working hours</p>	<p>Able to effectively organise and supervise contractors</p>

	Commitment to own on-going professional development	
Suitability to Work With Children	Enhanced DBS clearance is required for this position	

