

Job Description



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| Post Title | Site Facilities Officer |
| Grade | Grade 5 |
| Location | Kelvin hall School & Newland School for Girls - but the post holder may be expected to support work across all of the Trust's academies |
| Reporting to | Trust Site Manager |

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To open school buildings to ensure access prior to the commencement of the school day, closes buildings ensuring site is completely secure on completion of days activities. This includes setting and un-setting of alarms.
3. To undertake emergency and routine cleaning to form part of the schools whole cleaning strategy.
4. To work under guidance the Senior Facilities
5. Assistant and the Managed Facilities Management company performs routine/basic planned and reactive maintenance to ensure school stays in excellent state of repair.
6. To operate mechanical equipment e.g. stairs (bleacher seating), electric gates and doors and ensuring safe and correct use.
7. To contributes and participates in any inspection to comply with Health and Safety or any other legislation.
8. To Complement the schools outsourced ground maintenance contract by performing basic/routine grounds maintenance as needed to ensure the school ground stay in an excellent state of repair.
9. To use IT systems to operate basic functions of Building Management System (BMS) and to respond to reactive calls from members of staff via e-mails.
10. To undertakes routine porter duties including moving furniture, drinking water bottles etc as and when required.
11. To work as part of the Business Administration Team within School, promoting a team ethos and having a collective approach to school work.
12. To works on-call on a rota to respond to call-outs and undertakes the necessary activities to ensure site is safe and secure.
13. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager or Headteacher.
14. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety at Kelvin Hall School, as your employer and you as an employee of the school. In addition to the School's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the School's Corporate H&S policy.
15. The ability to work at multiple sites across the Academy Trust on a scheduled and adhoc basis.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

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| Responsibilities for Staff: | None |
| Responsibilities for Customers/Clients: | Safeguarding and promoting the welfare of children. |
| Responsibility for Budgets/Financial Resources: | None |
| Responsibility for Physical Resources: | General upkeep of the school buildings and grounds including water, gas and electrical equipment. Various tools of the trade Boiler Houses |

| | | E | D | How Identified |
|---|--|---|---|-----------------------|
| Qualifications | NVQ 2 or equivalent qualification or experience in relevant experience | ✓ | | AF, CQ |
| | Health & Safety Qualification | | ✓ | |
| Relevant Experience | General ICT Work | ✓ | | AF, I |
| | Experience of working in a school Environment | | ✓ | |
| | Experience of the operation of a 21st century building | | ✓ | |
| Skills & Abilities | Motivation to work with children and young people | ✓ | | AF, I |
| | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓ | | |
| | The post holder should have the ability to work independently and use their initiative but also must work excellently as part of a larger team | ✓ | | |
| Knowledge | A knowledge and commitment to safeguarding and promoting the welfare of children and young people | ✓ | | AF, I |
| | The post holder should have basic knowledge of ICT and its applications. | ✓ | | |
| | Knowledge of relevant policies/codes of practice and awareness of relevant legislation | ✓ | | |
| Interpersonal/ Communication Skills: Verbal Skills | Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people | ✓ | | AF, I |
| Written Skills | The post holder should have a good standard of literacy and numeracy. | ✓ | | |
| Disclosure & Barring Service | The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check | ✓ | | DBS |
| | This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record. | ✓ | | (after short listing) |