

Hull Collaborative Academy Trust

Job Description

Post title	Site Facilities Officer	Grade 4
Reports to	The Headteacher	
Location of the post		

Main Purpose of the Post

1. To work under the instructions and guidance of the Headteacher within and outside the classroom to:

Main Duties and Responsibilities

Support for the school

1. Opening and closing the school premises
2. Setting alarms and security measures
3. Conducting site inspections and recording the same in accordance with the Academy's procedures and current Legislation
4. Monitor and report on the status and condition of site services (plant and equipment heating, water etc.), keeping proper records of those checks, reporting issues to line manager.
5. Participate in health and safety inspections
6. Undertake general portage duties to include moving furniture, equipment and supplies, ensuring safe assembly of equipment or furniture or other construction e.g. staging.
7. Ground maintenance and general housekeeping of the site
8. Where appropriate, support the management of the cleaning team by assisting in the organisation of that team and their supplies, checking the quality of work and health and safety compliance
9. Undertakes cleaning duties of specific areas assigned.
10. Undertakes basic maintenance and repairs to maintain the fabric of the building and site services, reporting any issues to line manager
11. Support and contribute to operational Health and Safety Policies and procedures including evacuation/critical incident planning, accident reporting, adherence to risk assessments, delivery of activities and events ensuring the safety of the public, pupils, staff and any other users.
12. Support and contribute to the review and updating of risk assessments, including Coshh assessments.
13. Ensure that all risk assessments regarding site issues are acted upon keeping up to date on Health and Safety regulations, and reporting any breaches or issues.
14. Attend and contribute to any Health and safety working parties within the school termly
15. Advise the Head and Senior leadership team on site issues when required from time to time.
16. Monitors use of the premises by community user groups, highlighting areas of concern or non-compliance with user agreements to the Headteacher, School Business or Office Manager

17. Receive deliveries as appropriate
18. Act as the main designated key holder, providing emergency access to the school premises where necessary
19. Responsible for disposal of waste within the school
20. Respond to the needs of the school to maintain facility operations, passing on any issues that cannot be dealt with to the School Business/Office manager or Headteacher.
21. Keeps electronic records of daily tasks up to date on the Trust compliance software or systems
22. Where possible, to carry out cover SFO duties at other schools to cover holiday periods etc
23. Ensure the safe movement of vehicles and pedestrians around the site
24. Carry out such additional duties as may be required.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy.

Responsibility

1. Responsibility for Staff:

None

2. Responsibility for Stakeholders/Clients:

Responsible for ensuring the safety of pupils, colleagues within the school, parents and governors

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

Safe use, moving and storage of all equipment used in the course of the role.

Ordering of stock, stock control as required for the school.

Decision Making

1. Decides when to ask for support from School Business Manager/Office Manager.
2. Plans own workload in liaison with the SBM/Headteacher.

Contacts and Reason for the Contact:

1. Within Service Area/Section:

General contact with pupils, colleagues, parents, governors and other visitors to the school

2. With Any Other Areas (where applicable)

Premises staff within the Academy

3. **With External Bodies to the Academy**

Public Services

Local Authority

Risks to health

Medium physical demands – occasional heavy lifting

Normal working conditions with some lone working and rare confrontational behaviour from trespassers

Low emotional demands

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Good numeracy/ literacy skills or Good standard of education. Willing to undertake training relevant to role	A F A F	Possession of an appropriate qualification (eg City & Guilds, G.NVQ) and/or skills (eg plumber, electrician, painter and decorator, builder). Safeguarding Level 1	AF AF
EXPERIENCE	Experience of working in a school environment undertaking general maintenance Experience of dealing with Health and Safety issues	A F R/I	Experience of Health and safety requirements and methods of recording site checks	R/I
KNOWLEDGE	An understanding of Health and Safety legislation (eg COSHH, Risk Assessments) either through formal training or be willing to undertake	R/I		

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
SKILLS	Ability to be flexible to adapt to changing workload demands and new school challenges	R/I		
	Competent ICT skills			
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	R/I		
	Relates well to children	R/I		
	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	R/I		
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	R/I		
SKILLS CONT ...	Speaks clearly and accurately	R/I		
	Minor maintenance repair and decorating skills	R/I		
	Ability to work constructively and proactively as part of a team	R/I		
OTHER REQUIREMENTS AND BEHAVIOUS	Maintains high levels of confidentiality at all times	R/I		
	Makes a commitment to the wider life of the school	R/I		
	Ability to present a professional image in line with that of the school	R/I		

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
	Engage in additional training and development including being proactive in identifying own development needs Self-motivation and personal drive to complete tasks to the required time scales and quality standards Strives for excellence and ways to improve their own performance and the performance of the school	AF AF AF		

*Key: AF=application form; I=interview; T=test; P = presentation; R = references