



Job Description

Post title	Facilities Assistant
Academy	Hatcham Temple Grove Free School
Responsible to:	Cluster Site Supervisor
Grade	From Band 1 Point 4 on Aske's support staff scale (£18,306); all year round. 08:00 – 17:00

Summary of the overall purpose of the job

To undertake all tasks essential to the effective running of the academy. You will work closely with different teams across the academy to ensure tasks are completed efficiently and in line with the various deadlines for the academic year. With a strong customer focus, you will carry out your role displaying a positive attitude and a collaborative approach to your work.

Key responsibilities and objectives of the job

Site Security:

- To assist in keeping all school buildings and grounds secure
- To report breaches of security and ensure that any resultant damage is repaired or fault rectified properly and promptly
- To operate the Building Management Systems (BMS) including access control system
- To lock and unlock internal and external doors as required, activating, de-activating and testing automated alarm and bell systems
- To prevent unauthorised access and unauthorised or unsafe parking on the school site

Health and Safety:

- To carry out repairs and maintenance tasks (including an agreed programme of planned preventative maintenance) to all school buildings, grounds and utilities ensuring they are carried out properly, promptly and to a high standard
- To supervise contractors on the school site
- To undertake all tasks as allocated through the helpdesk system, reacting promptly and appropriately to work requests and reported or observed hazards, with due regard for the health and safety and welfare of all premises users and visitors including contractors
- To assist with regular site inspections to identify hazards and defects and implement correction action as required
- To ensure that appropriate signs and notices have been displayed
- To ensure that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced
- To assist with fire and other evacuation procedures, drills and training

- To maintain paths and roads to be free of slip hazards, removing snow and treating ice when required

Site Administration

- To participate and cooperate with a planned roster to cover the necessary work times and undertake other out of hours working as may reasonably be required including an emergency response service
- To undertake/arrange for the safe storing and moving of items of furniture, equipment and provisions as required
- To receive and direct as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
- To maintain stocks of materials, protective clothing and equipment as required
- To assist in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable
- To deliver and collect small items in the locality of the school
- To take and record meter readings
- To carry out litter picking and site cleaning which falls out of scope of the Cleaning Contract

Collaborative working / team support

As a highly collaborative and flexible team, each individual is responsible for supporting and helping colleagues where required. This will include:

- Assisting in the coordination and delivery of school events
- Supporting events where needed
- Any other duties as specified by Management team
- Any other duties as assigned by your line Manager

NB: This job description is subject to reasonable review

General responsibilities and objectives

- To keep up to date with all the policies and procedures of the Federation as they impact on this post or as they impact on all employment matters
- To respect and actively promote equality of opportunity in line with the policy of the Federation
- To respect support and actively promote the vision & ethos of the Federation. To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations
- To cover for absent colleagues as requested by the line manager
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the line manager
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed:

September 2016

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
<ul style="list-style-type: none"> Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same) 	✓		AP
Knowledge/skills			
<ul style="list-style-type: none"> Experience working in a maintenance environment 	✓		AP, I, R
<ul style="list-style-type: none"> Considerable DIY experience at minor maintenance level 	✓		AP, I, R
<ul style="list-style-type: none"> Trade or craft experience in the building industry or a maintenance setting 		✓	AP, I, R
<ul style="list-style-type: none"> Practical understanding of health & safety and security procedures and practices 	✓		AP, I, R
<ul style="list-style-type: none"> First Aider or willingness to undertake suitable training 	✓		AP, I, R
<ul style="list-style-type: none"> Basic computer skills or willingness to learn (e.g. e-mail, MS Word, Internet) 	✓		AP, I, R
<ul style="list-style-type: none"> Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard 	✓		AP, I, R
<ul style="list-style-type: none"> Ability to monitor and report on structural faults/repairs 	✓		AP, I, R
<ul style="list-style-type: none"> Organisational skills to facilitate lettings 	✓		AP, I, R
<ul style="list-style-type: none"> Ability to multi task and attend to different requests 	✓		AP, I, R
<ul style="list-style-type: none"> Ability to communicate and liaise effectively with persons at all levels including contractors 	✓		AP, I, R