



CUCKOO HALL ACADEMIES TRUST

JOB DESCRIPTION

POST: Facilities Officer
RESPONSIBLE TO: Head of Facilities
PURPOSE: To maintain school premises, facilities and grounds under the direction of the Head of Facilities and/or Facilities Services Manager.
SALARY: £21,766.51
HOURS: Full Time (36 hours) 52 weeks per year with some evening and weekend work
DUTIES: To include: -

1. Security of Premises and Site

- a) The opening of the School premises at an appropriate time, as required; deactivating intruder alarm systems, unlocking gates and external/internal doors. Checking that the premises have not been damaged, that there are no health and safety issues, and that the building is safe to be used by the staff and pupils.
- b) Securing the premises at the end of the day, as required. Checking that all occupants have vacated the Site; ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off (as appropriate). Locking all secure areas, doors and gates. Activating the intruder alarm systems and ensuring the safe-keeping of any keys allocated and also the return of main site keys to the designated Premises site key safe box.
- c) Providing access to the School, as required, for authorised personnel or appropriate emergency services outside the normal hours of opening.
- d) Liaising with the out-of-hours security company in the event of an incident occurring on school premises outside the normal hours of opening.
- e) Assisting with inspections to ensure that the School complies with Health & Safety requirements at all times.
- f) Supervising lettings. To include setting out furniture, cleaning hired rooms, and monitoring both security and the condition of the toilets. Securing the site at the end of the letting.

2. Cleaning and Care of Premises

- a) Ensuring that the School premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods.
- b) Carrying out emergency cleaning measures, as necessary, following storms, break-ins, vandalism and body spillages.
- c) Ensure that the playground and surrounding areas are clear of rubbish and other debris and materials every morning.

3. Maintenance, Repairs and Decoration

A. Inspection

The Facilities Officer will regularly inspect all the School premises to identify any health and safety issues along with the need for repairs or improvements to the buildings or grounds. All health and safety matters need to be immediately brought to the attention of the Head of Facilities and/or Facilities Services Manager.

Any urgent health and safety matters need to be made safe as soon as possible and repairs/adjustments etc undertaken. Non-specialised repairs should be undertaken where possible with the agreement of the Head of Facilities and/or Facilities Services Manager.

B. Actual Tasks

As a result of the inspections and requests from fellow members of staff, the Facilities Officer will be expected to undertake numerous maintenance, repair and decoration tasks. The following list describes some of the tasks to be undertaken and is not intended as an exhaustive list.

- a) Plumbing repairs including unblocking sinks, toilets, urinals etc., and replacing tap washers. Checking and adjusting ball valves in cisterns. Replacing float and arm in water storage tanks, where accessible;
- b) Decorating, including wallpapering. This will include painting ceilings, walls, windows and woodwork in accordance with the School's Safety Policy;
- c) Minor repairs to plaster and brickwork;
- d) Repairing door handles/latches/locks and window fastenings and adjusting ill-fitting doors and closing mechanisms;
- e) Repairing or fitting shelving, notice boards and chalk boards. Mending tables, desks, chairs and other school equipment;
- f) Replacing towel and soap dispensers; toilet roll holders and repairs to cubicle partitioning;
- g) Replacing missing basin plugs and basin/toilet chains. Securing and making safe damaged toilet seats and cubicle door locks;
- h) Removing/replacing damaged and hazardous floor tiles and replacing wall tiles;
- i) Replacing broken coat hooks and installing new ones as required;
- j) Attending to curtains and blinds, including fixing curtain tracks and taking down/re-hanging these for cleaning and repair in accordance with the School's Safety Policy;
- k) Winding and adjusting clocks and replacing batteries;
- l) Replacing light bulbs and damaged light diffusers. Cleaning diffusers and shades;
- m) Turning off water, gas and electrical supplies in the event of emergencies (where safe to do so);
- n) Cleaning out gutters, downpipes and roof outlets in accordance with the School's Safety Policy. Unblocking drains, using rods if necessary;
- o) Making safe broken glass and windows while effecting temporary repairs;
- p) Carrying out weekly fire alarm system tests including setting off different red call box points as part of the checking process
- q) Carrying out weekly water flushing checks to various outlets as part of the required site water treatment procedures
- r) Carry out monthly emergency light tests to ensure that they all work correctly as part of the required electrical testing procedures

4. Porterage and General Duties

- a) Removing, laying out, stacking and transporting furniture and equipment as and when required in accordance with standard manual handling procedures.
- b) Ensuring safe pedestrian access to the Site and between buildings by clearing snow, water and ice as necessary.
- c) Ensuring proper access to and exit from the School site for contractors and directing them to the location of items or areas requiring repair or maintenance. Monitoring the satisfactory completion of repair and maintenance work, referring matters to the Head of Facilities and/or Facilities Services Manager, as necessary.
- d) Attending appropriate training courses as may be required from time to time.
- e) Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.
- f) Acting up to the position of Facilities Services Manager during the absence, for whatever reason of that post holder.
- g) Completing appropriate paperwork in connection with any of the duties listed above including issuing accident report forms to visitors to the School's site in the event of an accident.
- h) Undertaking other appropriate duties the Head of Facilities and/or Facilities Services Manager or Head Teacher may assign in order to maintain the effective day to day operation of the premises.
- i) Undertaking general gardening duties including grass cutting, weeding, and inspection and maintenance of all outdoor areas.

5. Company Vehicles

- a) To ensure that each of the CHAT company vehicles are inspected each month to check for general road worthiness to include lights; wipers; oil; fuel; water; locks; tyres; doors and other frequently used items. To report any such defects to the Head of Facilities and/or Facilities Services Manager for actioning.
- b) To drive any of the vehicles when required on CHAT duties providing the correct driving licence type and requirements are in place as per the CHAT vehicle usage policy.
- c) To arrange for each vehicle to be cleaned either at the site or at a local car wash facility on a regular basis as directed by the Head of Facilities and/or Facilities Services Manager.

6. Shift Rota and Site Rotation

- a) To work at any of the CHAT sites as directed by the Head of Facilities and/or Facilities Services Manager.
- b) To work on a shift rota basis either from 6.30 am to 2.15 pm or 11.15 am to 7.00 pm Monday to Friday or as required by the Head of Facilities and/or Facilities Services Manager.
- c) To rotate around the CHAT sites to ensure that each school is covered by a Facilities Officer on a daily basis as well as for training and operational needs, as directed by the Head of Facilities and/or Facilities Services Manager.
- d) To provide site security cover for any early start or late finish school meetings or events as booked by Head Teachers and/or Central Services staff.

Person Specification

Qualifications and other required experience and skills	Essential	Desirable
Excellent customer service skills	X	
Flexible approach with ability to adapt to change	X	
Experience of supporting facilities lettings		X
PC literate	X	
Strong written and verbal communication skills	X	
Strong level of numeracy	X	
Effective personal organisation skills	X	
Inclusive and collaborative approach	X	
Working collaboratively with colleagues from all departments	X	