

## Job Description

# Academy Facilities Officer

<b>Responsible to:</b> Academy Facilities Manager	<b>Grade:</b> 8
<b>Hours:</b> 30 hours per week, Term Time Plus 2	<b>Duration:</b> Fixed Term Contract til 31/12/2018
<b>Main Location:</b> Faringdon Community College or an Academy Primary School. <sup>1</sup>	

**Context:** Under the direction of the Academy Facilities Manager, this role will be responsible for the day-to-day supervision and administration of school facilities across all the Academy Schools to assist with providing an excellent environment for outstanding teaching and learning.

### Organisation

- Supervise and support the team of Facilities Management Staff (1 Academy Tradesman, 5 Caretakers, 1 Lettings Supervisor and indirect supervision of catering and cleaning staff), providing advice and guidance on all aspects of facilities management and ensuring all staff receive training and development where appropriate.
- First point of contact with key stakeholders including Head teachers, office staff, caretakers and governors as required, providing support on and contributing to discussions relating to facilities management.
- Contribute to the planning, development and organisation of facilities management support service systems/procedures/policies.
- Provide Facility Management and Health and Safety data and support to the Academy Facilities Manager.
- Attend team meetings and contribute to discussions relating to facility management.

### Administration

- Use manual and computerised record/information systems.
- Analyse, evaluate data/information, and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.

### Buildings, Grounds and Catering

- Arrange and supervise facilities-related contracts and all associated paperwork, using premises management web based system Every.
- Arrange and supervise small-scale improvement works across the Academy.
- Assist with the implementation of a rolling programme of repairs and maintenance.
- Assist with the administration of lettings and hire agreements across the Academy, in particular liaising with the schools and Lettings Supervisor to ensure opening and closing requirements are in place.

<sup>1</sup> Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.  
A full list of schools within FAoS can be found at [www.faringdonacademy.org](http://www.faringdonacademy.org).

- Assist with exploring energy saving initiatives and systems for re-cycling.
- Liaise with external contractors on reactive and planned works as required.

#### Health, Safety and Security

- Assist with Health and Safety and compliance matters across the Academy, including but not limited to accident and incident reporting, first aid, fire safety and risk assessment. To administer all associated paperwork, using premises management web based system Every.
- Assist with ensuring all compliance checks are undertaken to the correct frequency and standard as dictated by the Safety and Facilities Management Committee.
- Assist with ensuring that COSHH records are appropriately maintained and that associated procedures are adhered to.
- Assist with ensuring a safe environment for the stakeholders of the school including school building security.
- To assist with ensuring adequate and appropriate training for premises, caterings, cleaning and ground staff in Health & Safety and good working practices.

#### Finance

- Liaise with Finance regarding placing orders and processing invoices following due process.
- Assist with procurement.
- Assist with managing expenditure within an agreed budget.

#### Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) including Every.

#### Responsibilities

- 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.
- Develop constructive relationships and communicate with other agencies /professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

#### Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b>	
Experience in facilities management	<b>D</b>
Experience within a school or similar environment	<b>D</b>
Experience of supervising staff	<b>E</b>
<b>Qualifications &amp; Training</b>	

Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT. A full list of schools within FAoS can be found at [www.faringdonacademy.org](http://www.faringdonacademy.org)

Excellent numeracy/literacy skills	E
Excellent ICT skills	E
<b>Knowledge &amp; Skills</b>	
Effective use of specialist ICT packages	D
Full working knowledge of Health & safety policies/codes of practise/legislation	D
Ability to organise, supervise and motivate other staff	E
Ability to implement systems, processes and procedures	E
Ability to self-motivate, organise and prioritise	E
Solutions focussed, initiative driven, problem solving approach to tasks	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E