

# Job Description – Facilities Maintenance Assistant

**Job Role:** Facilities Maintenance Assistant

**Responsible to:** Estates Manager / Deputy Estates Manager

**Responsible for:** Schools’ security & facilities service provision

**Hours of Work:** Various hours /shifts available

**Rate:** Grade 4 SCP 7- 8

**1. Purpose of the role**

To pro-actively assist with the delivery of the Facilities Management Services across both campus sites of Hayesfield Girls’ School in order to maintain a high standard of functionality and premises upkeep.

**2. Principal Accountabilities and Standards**

With a flexible approach and working as part of a facilities team to:

* Ensure Schools and their premises are open and operational
* Ensure Schools and their premises are locked up secure as required
* Take ownership of and carry out routine daily/weekly/monthly planned maintenance activities
* Maintain a high standard of cleanliness and tidiness across all sites
* Keep storage facilities and plant rooms clean, tidy and well organised
* Comply with and promote good health and safety procedures for the facilities management team, teaching staff, contractors and their working practices
* Report on the quality of subcontractor's work/service provision to the Estates Manager
* Assist with Traffic management and manning gates on schools’ premises
* Embrace the educational requirements ensuring the teaching staff and students are at the forefront of our service provision
* Provide a responsive and professional customer service
* Keep schools informed of progress of work using clear, informative detail
* General making good and general upkeep of building fixtures and fittings
* Assist the Site Team with the undertaking of:
  + General repair and maintenance work in connection with building fabric, mechanical and electrical services including breakdowns.
  + Installation/alteration/refurbishment works, larger projects
* Positively and professionally represent Midsomer Norton Schools Partnership at all times

**3. Main Duties**

* To be a named key holder for school sites within the geographical area and be responsible for the security of those buildings and their premises
* Responsible for Locking/unlocking schools and their premises for daily operation, after school, evening/weekend activities, events and functions throughout the geographical area as required.
* Set and unset school security alarm systems and to respond, where necessary, to alarm activations and emergency call outs.
* Report all building, fixtures, fittings and maintenance issues/defects across the schools to the Estates Manager and/or FM helpdesk
* Manage traffic in and out of schools and their gated access/egress points where required
* Test and manage fire safety systems in accordance with statutory requirements
* Carry out planned maintenance testing/checks in accordance with statutory requirements such as Legionella monitoring and emergency lighting
* Sweeping/clearing paths and walkways as necessary
* Waste management activities, Litter collections, putting school bins/recycling in/out as required
* Drain and gutter unblocking
* Window cleaning
* Stain/Graffiti removal
* Painting and decorating
* Clean up after any self-work activity and ensure all subcontractors clean up on completion of their work activities
* Obtain and collate utility meter readings as required
* Minor plumbing repairs
* Minor Building fabric repairs
* Minor playground repairs
* Use safe methods of working at all times
* Assist with materials/products sourcing, pricing and procuring when/if required
* Provide adverse weather response, grit paths and clear snow as necessary
* Where necessary escort building contractors and service engineers around the schools’ buildings and premises, supporting them as required.
* To provide the Estates Manager and/or FM Helpdesk with engineers’ worksheets or supplier delivery notes and to bring to the attention of the Estates Manager any abnormalities or additional works required as raised by subcontractors
* Driving tasks i.e. collection/deliveries as required by Facilities Management and on behalf of Midsomer Norton Schools Partnership
* Use electronic devices to receive work and instructions, record work activities, and communicate as necessary (e.g. Ipads, mobile phones, two-way radios, email)
* When required, to work at any other school operated or supported by Midsomer Norton Schools Partnership covering absence and/or resource shortfalls.

**4. General:**

* Work as and be a team player at all times, contributing to a successful mobile delivery output with an achievement of meeting targets and expectations in all areas of work
* Assist mobile and site-based colleagues with their workload as required
* To attend meetings, training sessions and courses as directed by the Midsomer Norton Schools Partnership management.
* To play an active part in the life of the schools, sharing the aims and objectives of Midsomer Norton Schools Partnership
* Be aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within all Schools
* To work within the policies, procedures and guidelines of Midsomer Norton Schools Partnership
* To carry out other duties as are required and as are commensurate with the grade of this post.

***Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.***

Post Holder: Line Manager:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_