



Rugby Free

Secondary School

Job specification for the post of Facilities Officer

Post	Facilities Officer
Department	Facilities
Reporting to	Business Manager
Liaising with	Teaching and Associate Staff, Students and Parent/Carers
Salary/Grade	£17,000 FTE (£13,818 actual)
Hours of work	Term time + 5 teacher training days + 2 weeks , 37 hours per week, 3 month fixed term contract
Areas of responsibility and key tasks	
Overall Purpose of the Role To be responsible for the management and the provision of high quality, cost-effective maintenance, security and cleanliness of all premises and grounds. To ensure that students, staff and other users have a comfortable, clean, safe, well maintained environment in which to work.	
General Duties <ul style="list-style-type: none">• To open and lock up school premises and site• To be a key-holder for the School, leading on ensuring the School is open and closed at the appropriate times and secured appropriately• To undertake routine maintenance or minor refurbishment of premises, fixtures and fittings as reasonably required• To respond to emergencies when necessary in respect of accident, failure, break-in, vandalism or bad weather• Assist with the set up or access arrangements for internal or external school events and facilitate activities such as open days, parents evening and school community events• To assist the school by moving furniture and setting up classrooms and halls as necessary• To deliver and move goods around school site as needed• To carry out regular litter picking duties on the school site• To regularly empty bins into appropriate refuse sacks and take waste to the appropriate disposal point, ensuring safe working practices with, for example broken glass.• Clean hall after break and lunch and ensure it is ready for assemblies and lessons• Undertake fire procedures and maintain fire log as required.• To ensure all areas designated are cleaned on a daily basis to the required standard e.g cleaning of dining areas after meals• Replenishment of hygiene supplies throughout the day where required (eg toilet rolls, soap)• Supervision of cleaning staff.• To ensure Health & Safety and security of building and site• To attend on a call-out basis if alarm activated• To carry out driving duties when required	
Maintenance & Repairs	

- Undertake a programme of general repairs including decoration and repairs to the premises as required
- Undertake regular emergency light testing and organise annual maintenance
- Undertake regular water testing for Legionella
- Maintenance of asbestos register and ensure all contractors sign register before commencing work
- Liaise with and arrange contractors for larger maintenance work and grounds management
- Liaise with Contractors for specialist work such as roofing and flooring
- undertake checks of the boilers in accordance with laid down schedules and take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible.
- To know the location of main stop cocks and valves, and mains electricity breakers and circuit boards
- Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate.
- Liaise as necessary with Emergency Services including calling in Emergency Services as required.
- Act as fire marshal in the event of a fire or fire drill
- Check alarm system, activators and bells on regular weekly basis in accordance with procedures.

General Grounds Maintenance

- To undertake regular maintenance of the School grounds ensuring that surfaced areas are safe, free from rubbish and debris and treated accordingly in icy conditions
- Keep all paths and hard surfaces free from litter, debris and weeds.
- Keep boundary fences and hedges trimmed and free from litter.
- Maintain shrubs and plants keeping flowerbeds tidy and litter free.
- Clearing drains and gully's on a regular basis to keep free from leaves and debris

Other Duties

- To be responsible for paperwork associated with duties as required
- To adhere to the school's corporate standards, policies, systems and
- To set a personal example that contributes to the positive ethos of the school
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example

The duties listed above are not exhaustive and other relevant duties may be added following negotiation with the Business Manager or Headteacher.

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child

- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes