

## Featherstone High School Job Description

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**Job Title:** Assistant Facilities Manager  
**Hours:** 35 hours per week including weekends (shifts can be negotiable)  
**Salary:** Grade 7  
**Reports to:** Facilities Manager

### **Overall Responsibility**

To play a key role in ensuring the school environment is safe, secure, clean, and well-maintained. Working closely with the Facilities Manager and leading a team of Caretakers and Cleaners, the Assistant Facilities Manager will be responsible for the day-to-day operational management of the school premises and grounds, contributing to the smooth running of the school and supporting teaching and learning.

### **Duties and Responsibilities**

#### Premises Management:

- Oversee the upkeep and maintenance of the school buildings, facilities and grounds to a high standard.
- Manage planned and reactive maintenance schedules liaising with contractors and service providers as required.
- Conduct daily and weekly site inspections, identifying and reporting any health & safety or maintenance issues.
- Ensure the site is open, safe, and secure for school activities, including unlocking/locking up.
- To carry out weekly water flushing in areas that have minimal use, to prevent the growth of Legionella.
- To ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records.
- To ensure all pest control records are kept up to date and any concerns are actioned and reported to the Facilities manager.
- To supply quotes for small works in line with the School Financial Procedures.
- Undertake regular inspection/monitoring of the school site to ensure the highest standards of decoration, repair/maintenance, reporting defects to Management
- To check each morning (particularly October – April) that the school is adequately heated and to control the level of heating and ventilation throughout the buildings as required by the school.
- To assist in the management of all PPM (Pre Planned Maintenance) including but not limited to PAT testing, Fixed wire testing, AC servicing, Plantroom Servicing, Lift Servicing and Landscaping.
- To ensure all remedial works following H&S check are completed in a timely manner.
- To allow visitors & contractors to safely attend site, with minimal disruption to teaching & learning.
- Conduct regular risk assessments and ensure compliance with health and safety regulations.
- Identify opportunities to improve energy efficiency and environmental practices on-site.

#### Team Leadership:

- Supervise, support and coordinate the work of the site team and assist in supporting the management of the cleaning staff.
- Allocate duties, set priorities and ensure all team members understand and carry out their responsibilities effectively.
- Provide training and development support to team members to ensure a high standard of performance.
- Support the Facilities manager in staff appraisals, rota's and absence cover.
- Manage inventories and order necessary supplies such as cleaning materials or tools.

#### Health & Safety and Compliance:

Ensure all health & safety procedures and policies are followed, including but not limited to:

- Fire safety
- COSHH
- Legionella
- Asbestos
- Lockdown
- PAT Testing
- Maintain accurate records for statutory compliance checks & inspections.
- Respond promptly to emergency situations, including but not limited to, fire alarms, leaks & weather-related incidents.
- To ensure duties are undertaken in accordance with the schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
- To carry out or organise, as appropriate, equipment testing and report any faults to Management.
- To carry out DSE assessments (Display Screen Equipment) as and when required by HR.
- To conduct weekly fire alarm testing to ensure all call points are tested over the duration of a year.
- To carry out ladder inspections every 6 months and report any issues back to the Facilities manager.
- To ensure all weekly and monthly checks H&S checks are carried out and the documentation is logged.
- To be responsible for the annual servicing and MOT the school minibus requires.
- To ensure minibus safety inspections are carried out every 10 week by an outside company.
- Ensure all emergency systems (e.g. fire alarms, security lighting) are tested regularly

#### Security:

- Maintain the security of the school site, including gates, alarms, CCTV and key holder responsibilities.
- Respond to security incidents and out of hours call outs.
- Ensure the site is safely accessible during adverse weather conditions.
- To be confident in the use of the CCTV & access control system.
- To be the responsible person in the absence of the facilities manager to manage fire evacuations and lockdown.
- Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.
- To carry out regular inspections of the site's fences and gateways and to take action to repair, maintain and improve the perimeters.

#### Cleaning & Hygiene:

- Monitor the effectiveness of the cleaning team, ensuring cleanliness and hygiene standards are maintained throughout the school.
- Coordinate deep cleaning schedules during the school closures and holiday periods.
- Support the cleaning team with supplies and equipment management.
- Work with the cleaning supervisor to carry out cleaning audits and give feedback to team members.
- Manage inventories and order necessary supplies such as cleaning materials or tools.

#### Lettings

- Work with the finance team to ensure school lettings are staffed and lettings reports are completed accurately and returned to the finance team for billing.
  - Ensure all rooms are left in good condition, reporting any damage to school equipment or property.

#### Other:

- To share in undertaking early shifts, overtime including weekends and supervising contractors as and when required by Management.
- Maintain all logs and appropriate records and actions in accordance with procedures when working through site defects as per requests (ticket system)
- To be able to communicate effectively both orally and in writing.
- To work as part of a team and form good relationships with other colleagues.
- To maintain confidentiality over matters relating to school, pupils, staff or parents.
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake broadly similar duties commensurate with the level of the post as required.
- Actively participate in any appropriate training when required.
- To be the responsible person for the facilities department in the absence of the Facilities Manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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

**By signing this document, you are agreeing to undertake all duties stated within this job description.**

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Person Specification

**Job Title:** Assistant Facilities Manager

	Essential (E) Desirable (D)
<b>Qualifications and Experience</b>	
Completion of IOSH Managing Safely training, demonstrating a sound understanding of health and safety responsibilities in the workplace	D
Trained to act as a Fire Warden, with knowledge of fire prevention, evacuation procedures, and emergency response.	D
Holds current First Aid certification, with the ability to respond appropriately to incidents and emergencies	D
Possesses a valid UK driving licence with no endorsements, suitable for work-related travel and transport duties	D
Proven ability to lead, supervise, and motivate a team, ensuring effective delegation and performance management	E
Confident in liaising with external contractors, overseeing work quality, ensuring compliance with safety standards, and managing on-site activities	E
<b>Skills and Knowledge</b>	
Proven ability in a range of trades, including painting, decorating, basic carpentry, plumbing, and electrical work. Demonstrated competence in carrying out minor repairs and maintenance, and in restoring areas following damage or malfunction	E
Sound literacy and numeracy capabilities to support accurate completion of job-related documentation, understanding of instructions, measurements, and compliance with health and safety regulations	E
Confident in handling and operating industrial cleaning equipment safely and effectively as part of the cleaning process, ensuring adherence to operational guidelines	E
Good understanding of relevant Health & Safety legislation and its practical application within the workplace to always ensure safe working practices	E
Ability to identify and implement practical solutions to issues such as breakages or equipment malfunctions, minimising disruption and maintaining service standards	E
Able to follow instructions accurately and complete tasks with minimal supervision, demonstrating initiative and a proactive work ethic	E
To have basic plantroom experience	E
Responsible for maintaining the security of buildings, including the safe opening and locking up of premises, monitoring for unauthorised access, and ensuring the site always remains secure	E
Competent in performing thorough cleaning of both interior and exterior areas to a high standard, ensuring cleanliness, hygiene, and presentation are consistently maintained	E
Capable of understanding and carrying out instructions accurately, working effectively with minimal supervision. Able to remain calm and focused under pressure while managing competing tasks or responding to urgent situations	E
<b>Personal Qualities</b>	
Demonstrates a high level of honesty, trustworthiness, and reliability in all aspects of work	E
Proven record of good timekeeping and consistent attendance, with a strong commitment to punctuality	E
Works effectively as part of a team, with a flexible and cooperative attitude	E
Shows enthusiasm to learn new skills, take on responsibilities, and develop professionally within the role	E
<b>Demonstrates the Commitment to:</b>	
Promoting the school's ethos and values	E
Safeguarding and promoting the welfare of young people	E