



Job Description & Person Specification

Estates and Facilities Coordinator



Estates and Facilities Coordinator

Salary: Scale 4

Purpose of the post:

- The Estates and Facilities Coordinator will be responsible to the Estates Director for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities) lighting, heating and maintenance of the premises. The Estates and Facilities Coordinator will play a major role in the general management of the site in conjunction with the Estates Director.

Reporting to: Trust Estates Director

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Security

- To lock and unlock the premises and to ensure the security and safety of the site including at weekends, if necessary.
- To be a principal key holder and be responsible for, and undertake, all key holder duties including response to emergency call out if required.

Buildings & Grounds

- To manage and monitor the work of the school contract cleaners and to ensure relevant training is completed.
- To assist the Estates Director in completing and or updating risk assessments for the School as required.
- To set up rooms for lettings, school events and ensuring classrooms are set up correctly for school use after such events.
- To replenish toilet rolls, paper towels and soap. Empty playground bins.
- To complete overtime duties related to the use of the premises outside normal working hours and to help organise the car parking on site during such events.
- To undertake regular inspections of the premises, to determine the need for repair and maintenance work and report to the Estates Director.
- To carry out maintenance/ repair work.
- To undertake daily cleaning duties to ensure that the schools' premises are always clean and tidy and free from litter, graffiti and broken glass in order to provide an excellent environment.
- To complete checks at appropriate intervals of the fire alarm system, escape routes, fire extinguishers, and emergency lighting and keep accurate records of these.
- To liaise with contractors on site.
- To carry out portage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies.
- To ensure the set up and removal of equipment for examinations under the direction from the Exams Officer.
- To monitor the condition of the school's fences and gateways and to take action to repair, maintain and improve the perimeters and report to the Estates Director.
- To work with members of the public on site during lettings and to ensure the car park is used correctly by visitors.
- To ensure that all on-site service meters and associated returns are completed as required by the Trust and records are uploaded onto the portal and retained.
- To ensure any seldom used outlets are monitored and checked at appropriate intervals for legionella prevention.
- To ensure that drains and gullies are tidy and litter free including the cleaning of grease traps where appropriate.

- To sweep, and keep all paths and walkways leaf and debris free around the site.
- To be responsible for monitoring stock levels of consumable items and placing requisitions to the Estates Director for authorisation.
- To be responsible for the overall security and safety of the school premises.

Health & Safety

- To ensure that the Health and Safety Guidance is adhered to and that the appropriate clothing is worn at all times.
- To monitor the maintenance of equipment for protection against, and escape from, fire and complete reports for the Estates Director.
- To ensure that all machinery and cleaning materials are stored and used correctly and in an appropriate manner and that accidents at work and defects of equipment, machinery or premises are reported to the Estates Director.
- To ensure that snow is removed from main entrances and walkways between buildings and that surfaces are gritted where appropriate during inclement weather.

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned.
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities
- To undertake any training required by the Trust including First Aid Training.
- You may be required to undertake this role on any of the Trust's school sites.

Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------------|---|---|--|
| 1. Education and training | A good standard of general education GCSE Grade C or above in Maths and English. | | Application Form/Interview |
| 2. Relevant Experience | Basic cleaning skills | BICS, NVQ or City and Guilds Cleaning Qualification. Security, supervision and stock control | Application Form/Interview |
| 3. Special Knowledge and skills | D.I.Y Skills to carry out daily maintenance tasks and basic refurbishment work. Ability to understand basic Health & Safety regulations Communication skills 1) Must be able to receive and understand oral instructions 2) Must be able to write and fill in weekly return forms Organisational ability. Must be able to organise workload with the Estates Director / Estates Manager, be self-motivated and able to use own initiative. Computer literate – must be able to use Word and Excel packages. | Trade or NVQ related qualification | Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview |
| 4. Additional Factors | Must be able to lift (e.g. items of furniture) bend, climb ladders. Must be available between 6.00am and 7.00pm and to be flexible to cover evening and weekend working. Must be available for Alarm call out Duty. Own transport Must be available to open up at weekends as required if necessary Must be willing to undertake First Aid Training and any other training deemed necessary for the role | | Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview |

May 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

