

Job Description: Facilities Officer



Date	April 2023	Salary Grade: A22-A29	£24,510 - £30,813
Accountable to	<ul style="list-style-type: none"> Facilities Manager Director of Health and Safety Principal 	Weeks per year	All year around - 52 weeks per year
In liaison with	School staff		

Purpose of the Post

Responsible for the upkeep, care, maintenance, health and safety and facilities management of the school with the direction and leadership of the Director of Health and Safety and Principal. This includes:

1. Day-To-Day Site Management
2. Day-To-Day Maintenance
3. Servicing and Testing
4. Goods and Ordering
5. Health and Safety

Day to Day Site Management

- Be the first point of contact for all facilities issues on site.
- Manage the security and opening/closing of the building.
- Carry out all Facilities-related waste management ensuring compliance.
- Ensure the site remains clean of litter and unwanted debris.
- Liaise with cleaners and assist with any reactive cleaning requests that may require extra support.
- Carry out the full delivery of any school events or lettings, including planning, removal and reinstating furniture and other items.
- Arrange and remove furniture, fixtures or fittings as required.
- Key and fob management including site induction for staff.
- Liaise with teaching staff and ensure that all facilities for teaching and learning are as high quality as possible.

Site Maintenance

- Supervise all work completed by outside agencies on the site and grounds including their services, fittings and equipment, ensuring any inefficiency or ineffectiveness is managed.
- Arrange ad-hoc maintenance and repair of the buildings and regularly inspect internal and external fabric of the buildings, initiating reparation of defects and prioritising necessary repairs. Any major defects or development plans to be discussed with the Principal.
- Liaise with the Principal on all matters of security during the school day and out of hours.
- Maintain, decorate and repair Trust premises where such work is within the capabilities of the Facilities team.

Servicing and Testing

- Carry out in house statutory testing as required and ensure all tests are logged and recorded.

- Oversee external tests or assessments when required.

Goods and Ordering

- Completing the ordering for facilities resources and furniture including negotiating on price to ensure value for the Trust.
- Oversight of deliveries to the site as appropriate including receipting each delivery, processing invoices and delivering items to the relevant staff members.
- Investigate and follow up on missing orders and parts.

Health and Safety

- Regularly inspect the school premises to identify any health and safety issues along with the need for repairs or improvements to the buildings or grounds. All health and safety matters need to be immediately brought to the attention of the Principal/Director of Health and Safety.
- To support the Director of Health & Safety in ensuring the Trust complies with its statutory obligations in regard to health and safety for the site.

Any Other Duties

- Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.

Signed _____

Date _____

