

JOB DESCRIPTION

POST TITLE: Assistant Facility Manager

LOCATION/BASED: Any Academy with the Gosforth Group

GRADE: N5

RESPONSIBLE TO: Facility Manager

RESPONSIBLE FOR: N/A

CORE PURPOSE:

To assist the Facility Manager in ensuring that the academy provides a conducive learning environment, and is clean, safe and meets relevant statutory requirements.

MAIN DUTIES & KEY RESPONSIBILITIES

MAINTENANCE

- To support the Facilities Manager in the completion of maintenance and repair activities of academy buildings and grounds.
- Arrange for any repairs to the Academy buildings and grounds, as required, in accordance with agreed procedures.
- Supervise and co-ordinate the work of contractors, ensuring due diligence has been completed prior to any works taking place.
- Where necessary and competent to do so, carryout minor repairs and maintenance which may include (not limited to):
 - Painting.
 - Basic plumbing and joinery.
 - Portable appliance testing.
 - Maintenance and clearing of drains, traps, sinks and gutters.
 - Replacement of light bulbs, tubes and starters, fuses etc.

- Replacement of ceiling tiles.
- Report any defects seen which may affect security, safeguarding or health and safety of Academy buildings and grounds.

CLEANING & HOUSEKEEPING

- Ensure the Academy grounds are free from litter, all paths, drives, hard areas, garden, shrub, grassed and water drainage areas to be cleared daily as required.
- Ensure the collection and removal of refuse following the Trust/Academy's recycling policy, including securing confidential waste and arranging disposal.
- Ensure cleaning staff are aware of Health and Safety policies and procedures and mandatory training has been carried out i.e. COSHH, manual handling etc.
- Supervision of directly employed cleaning staff, allocating areas of work and tasks, including resolving any gaps in service within the team.
- Monitoring the performance of contract cleaners and reporting good / poor performance to the cleaner in charge. Record such feedback to the Facility Manager.
- Record meter readings (gas electric water) as required.
- Undertake any cleaning, housekeeping, maintenance, monitoring, inspecting and testing as required by the Facility Manager.

HEALTH & SAFETY

- Ensure all health and safety compliance records are completed in accordance with agreed procedures.
- Undertake routine inspections / tests to include but not limited to:
 - Emergency lighting.
 - Alarm systems.
 - Fire appliances.
 - Evacuation chairs.
 - Operation of fire doors.
 - Water flushing and temperature checks.
 - Ladder checks.
 - First aid equipment.

- Carry out a daily inspection(s) of the academy premises and grounds to ensure that no hazard prohibits the safe use of the building and report any damages / repairs / maintenance required.

PORTERAGE

- Co-ordinate the safe movement of furniture and equipment around the academy premises as required.
- Liaising with relevant academy staff to prepare the academy for meetings, assemblies, events, lettings etc. by putting out/putting away chairs/ tables, sports equipment and ensuring fire exits and walk ways are clear.
- Co-ordinate the delivery of goods and assist with unloading, storing and delivering as required.
- Monitor the use of the school and its equipment by pupils, staff and community users, reporting any issues in accordance with the agreed procedures.

SECURITY

- Ensure the efficient daily locking / unlocking of academy, academy gates, doors and windows.
- Ensure the site is safe and fit for purpose for all those who study, work and visit the academy.
- Act as a key holder for emergency callouts and attend Trust premises in response to such call-outs.
- Ensure all security measures and equipment are effective and in good repair e.g. windows, fencing, door locks etc.

OTHER

- To be responsible for the day-to-day supervision of designated employees by allocating work programmes, monitoring performance and giving / receiving feedback to improve performance.
- Undertake driving duties as required using the Trust mini bus or van.
- Operate plant, equipment and vehicles, following agreed procedures, to maintain the school buildings and operation.
- Respond appropriately to emergencies or urgent issues as they arise, escalating to the appropriate person as necessary.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE:

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Working knowledge of heating, ventilation and plumbing systems.	✓	
Working knowledge of cleaning practices.		✓
Working knowledge of digital and manual reporting systems such as manual and computer-generated checklists.		✓
Working knowledge of health, safety and security practices.	✓	
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
IOSH Managing Safely, (or equivalent).		✓
First Aid qualified (or willing to qualify).	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of supervising staff.	✓	
Experience of working within a school.		✓
Experience of operating heating and ventilation plant.	✓	
Experience of undertaking building inspections.		✓
Experience of managing cleaning operations.		✓
Experience of locking and securing buildings		✓
Experience of undertaking minor repairs	✓	
Experience of using Microsoft Office i.e. Outlook, Word and Excel	✓	
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to establish and communicate clear standards and expectations to all stakeholders	✓	
Ability to manage own time well to meet competing demands	✓	
Ability to adapt quickly and flexibly to new demands and change, and to assist others to do so	✓	
Ability to act in an understanding and patient manner whilst remaining firm and fair with colleagues, pupils and stakeholders	✓	
Ability to resolve issues in a calm and methodical way	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support out of hours meetings and events as required	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full clean UK D1 driving license	✓	

Version: 2

Created: February 2024

Last updated: May 2025

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.