**Dragonfly Education Trust**

**Job Role:** Facilities Maintenance Assistant

**Responsible to:** Facilities Manager

**Responsible for:** Buildings & Campus facilities services

**Hours of Work:** 37hrs Mon – Fri (2 shift rota: 06:30-14:30 & 14:00 - 22:00)

Occasional weekend working

**Rate:** P14 -16, £16,781 – £17,419 per annum

**Purpose of the role**

To pro-actively assist with the delivery of the Facilities Management Services across all Dragonfly Education Trust sites in order to maintain a high standard of functionality and premises upkeep.

**Principal Accountabilities and Standards**

Working as part of a team to:

* Ensure Writhlington campus is operational
* Secure all buildings and the campus itself as required
* Maintain a high standard of cleanliness and tidiness on Writhlington campus
* Keep storage facilities and plant rooms well organised
* Provide general portage duties to meet deadlines
* Comply with and promote good health and safety procedures for the facilities management team, teaching and leisure staff, contractors and their working practices
* Report on the quality of subcontractor's work/service provision to the Facilities Manager
* Management of traffic on Writhlington campus
* Embrace the campus’s educational requirements ensuring the teaching staff and students are at the forefront of our service provision
* Provide a responsive and professional customer service
* Keep customers informed of progress of work using clear, informative detail
* General making good of building fixture and fittings
* Assist the Maintenance Technicians with the undertaking of:
  + general repair and maintenance work in connection with building fabric, mechanical and electrical services
  + installation/alteration/refurbishment works
* Positively and professionally represent Dragonfly Education Trust at all times

**Main Duties**

* To be a named key holder for Writhlington campus and being responsible for the security of all buildings and the campus itself
* Lock/unlock Writhlington campus buildings for daily operation, after school, evening/weekend activities, events and functions throughout the campus as required
* Set and unset Writhlington campus’ security systems and to respond, where necessary, to emergency call outs in the absence of the onsite resident Facilities Technician
* Report all building, fixtures, fittings and maintenance issues/defects across Writhlington campus to the Facilities Manager and/or helpdesk
* Manage traffic in and out of Writhlington Campus at times of high volume
* Test and manage Writhlington campuses fire alarms and safety systems
* Sweeping paths
* Litter collections
* Drain and gutter unblocking
* Window cleaning
* Graffiti removal
* Painting and decorating
* Clean up after any self-work activity and ensure all subcontractors clean up on completion of their work activities
* Obtain and collate utility meter readings
* Minor plumbing
* Use safe methods of working at all times
* Assist with materials/products sourcing and pricing
* Provide an adverse weather response, grit paths and clear snow
* Where necessary escort building contractors and service engineers around the buildings and campus, supporting as required.
* To provide the Facilities Manager with engineers’ worksheets or supplier delivery notes and to bring to the attention of the Facilities Manager any abnormalities or additional works required as raised by subcontractors
* Driving tasks i.e. collection/deliveries as required by the Facilities Manager on behalf of Dragonfly Education Trust
* Use electronic devices to communicate (e.g., pagers and two-way radios, email)
* When required, to work at other sites across the Dragonfly Education Trust

**General:**

* Work as a team player at all times, contributing to a successful team output with an achievement of meeting targets and expectations in all areas of work
* Assist other
* To attend training courses as directed by the Facilities Manager
* To play an active part in the life of the school, sharing the aims and objectives of the Trust
* Be aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
* To work within the policies, procedures and guidelines of the Trust
* To carry out other duties as are required and as are commensurate with the grade of this post.

***Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.***

**Personal Specification**

It is expected that the successful candidate would possess the following attributes:

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| **Essential** |
| Responds enthusiastically to a demanding and busy environment |
| Driven to succeed, independently and as part of a team |
| Reliable and adaptable |
| Sets and maintains high standards of delivery with attention to detail being essential |
| Ability to work to set schedules |
| Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks |
| Ability to manage own workload within agreed timeframe |
| Keeps customers informed of progress of work using clear, informative detail |
| Uses own initiative to overcome problems |
| Good communication skills |
| Uses resources efficiently and effectively |
| Approachable and friendly |
| Remains calm under pressure |
| Basic computer knowledge |
| Uses safe working methods |
| Willing to work extra hours and be flexible with shift patterns as necessary |
| Willingly carries out repetitive tasks |
| Able to:   * climb a ladder and stairs unaided * Work at heights * Reach overhead and below the knees, including bending, twisting, pulling, and stooping * Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance * Visually inspect tools, equipment, or machines (e.g., to identify defects) * Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination * Use electronic devices to communicate |
| Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs |
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| **Desirable** |
| Experience of general maintenance work |
| Knowledge and experience of electrical and mechanical building services |
| Experience or understanding of working in education/school/Leisure environment |
| Fire safety awareness |
| Knowledge & understanding of Health and Safety At Work Regulations |
| Valid driving licence |

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