



The Tiffin Girls' School

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JOB DESCRIPTION: FACILITIES ASSISTANT

POST TITLE	FACILITIES ASSISTANT
GRADE	D
RELATIONSHIPS	<ul style="list-style-type: none"> Responsible to Senior Caretaker and Operations Manager
MAIN PURPOSE OF JOB	<ul style="list-style-type: none"> To ensure the general security and maintenance of the school site, ensuring that it is maintained in a safe, clean and secure condition and undertaking such tasks as may be necessary for effective site maintenance.
Main Responsibilities	<ul style="list-style-type: none"> to act as a key-holder and control site keys, and routine and non-routine opening ensure security alarm, fire alarm and fire-fighting equipment are regularly inspected and tested, electrical appliance inspections are carried out, and any compliance failure are immediately reported to the Operations Manager where identified as an internal task, carry out or oversee any alterations, redecoration, building and maintenance works or specialised repair work as directed by the Senior Caretaker liaise with contractors and be available for duty, accepting responsibility during periods of when contractors and suppliers need to be on site – subject to reasonable notice being given assist the Senior Caretaker in maintaining responsibility for the building management system, lighting control system, JELs , flood lights, timers, security systems, AV equipment in the hall and W02 personally undertake minor repairs and maintenance tasks, which are within their competence and identified as such, arranging for other repairs to be carried out in conjunction with the Senior Caretaker and/or Operations Manager setting up or rooms and equipment for school events (eg exams, concerts, assemblies), and setting down after the event in conjunction with the Senior Caretaker ensuring the effective maintenance and efficient functioning of the school's heating and utility systems and services including provision of meter readings ensuring that all school buildings and grounds are cleaned to agreed standards (personally undertaking cleaning and/or litter picking where needed to ensure this) assist in organising and/or personally undertaking the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand ensuring that deliveries to the school are correctly accepted (via Reception), securely stored, and distributed report any breaches of security and ensure that any resultant damage is remedied properly and promptly

	<ul style="list-style-type: none"> • ensure, in conjunction with the Senior Caretaker and Operations Manager that all health and safety procedures and requirements are being met, so recognising the health, safety and welfare of all premises users and visitors, including contractors • assist the Senior Caretaker in ensuring all required risk assessments are carried out and completed, and that action is taken where necessary • ensure that appropriate signs and notices are displayed • assist in ensuring that the required procedures for reporting of incidents, including accidents are fulfilled • ensure that school safeguarding policies and procedures are followed with respect to the supervision of contractors • ensure that financial procedures and activities are carried out in accordance with school policies and procedures such as taking meter readings and placing purchase orders ensure that best value principles are followed • work outside of normal school working hours for extended school activities, lettings, school events and emergencies as required – liaising with lettings staff as necessary • participate in an out of hours telephone and call out rota • participate in school emergencies as required – following school policies and procedures • attend training sessions and meetings as required • keep up to date with relevant legislation and regulations including health and safety, Control of Substances Hazardous to Health (COSHH) developments and communicate relevant information to staff <p>To perform any other duties as may reasonably be required by the Headteacher which are considered to be commensurate with the job purpose and grading of the post.</p>
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