St Matthew Academy

Job Description

**Role:** Facilities Assistant

**Salary:** Scale 3, Spinal Column Points 7 - 10: £21,695 - £22,843

**Contract Type:** Full Time, 52 weeks per year

**Working Hours:** 36 hours per week (Monday - Saturday rota basis, with occasional Sundays). Hours between 12:30 and 20:30. There will be occasional 6:30am start times and 10:30pm finish times to cover for special events and meetings. After hours working will be compensated for by time off in lieu.

**Accountable to:** The Facilities Officers.

*All staff are required to work under the reasonable direction of the Headteacher and the Business Manager with delegated authority.*

**Performance Management:**  The post-holder will be subject to the Academy’s annual Performance Review process. A pay review will be part of this process.

You are required to carry out the duties of a member of St Matthew Academy support staff according to the ethos, policies and guidelines laid down by the Academy. You are required to attend staff meetings as appropriate; operate at all times in a safe manner;  attend training courses as organised by the Academy and to operate according to training and health and safety guidelines.

**Shared Facilities Tasks and Responsibilities:**

* To be on 24hr call, responding appropriately to emergencies or urgent issues as they arise.
* To monitor and report on the condition of the site and buildings on a daily basis, reporting back to the Facilities Manager immediately in regard to any of the following which represent a health and safety hazard or which are creating a distraction to learning:
  + Lighting deficiencies and replacements of fittings and tubes
  + Damage to fabric, fixtures and fittings
  + Graffiti and marks on paintwork
  + Floor surfaces damage
  + Hygiene matters
  + External circulation and play surfaces, fences and gates
  + Car parking
* To monitor the building daily for: graffiti, marks on the paintwork, and minor damage to the building fabric, ensuring that these are remedied on the same day or within 24 hours by the Facilities Assistants.
* To monitor the building daily and to respond to Facilities Requests from staff in Ensuring that these are recorded appropriately and dealt with according to priority order.
* Under the direction of the Facilities Officers, in the absence of the colleague with direct responsibility, to monitor the toilets to ensure that they are hygienic and safe and have soap and toilet paper at all times and to ensure that waste and rubbish is removed regularly from the building and is stored in a safe, hygienic and appropriate manner until collection.
* To hang and move shelves, pictures, objects, pinboards, noticeboards and signage as directed by the Facilities Manager.
* To use ladders as appropriate for access and for very minor tasks in a safe manner.
* To work at height using the Academy powered access machine according to training instructions and the manual.
* To move furniture, equipment and supplies around the site and buildings in a safe manner using appropriate lifting and delivery equipment.
* To store furniture and equipment in a safe and secure manner.
* To set out and move around furniture and staging according to the Academy’s needs on a daily basis under the direction of the Facilities Officers.
* To lock the buildings as directed and to operate the security alarm system.
* Each holiday period, to monitor each room in regard to unreported faults and damage.
* To complete a Condition Report Survey on each area of the buildings annually in liaison with the Facilities Manager in order to create a Building Maintenance Plan.
* To advise the Facilities Officers in setting up appropriate maintenance contracts for equipment and plant and to supervise the work of such contractors whilst on site.
* To ensure that appropriate maintenance tools and equipment and materials are available and are securely and safely stored and used.
* To support the team with gate duty, ensuring the safety of access to the premises and safety of staff and students in the morning.

**Individual Tasks and Responsibilities:**

* Review handover from evening cleaners.
* Follow daily work schedule.
* Maintain, monitor and clean the 26 toilets on site to ensure that they are hygienic and safe, replenishing soap and toilet paper throughout the day.
* To check the nursery and primary play areas for litter and potentially harmful debris and to check play equipment to ensure it is safe to use daily.
* To carry out the internal and external litter picking.
* Carry out ad hoc cleaning requests such as, but not limited to, spillages, vacuuming, mopping under the direction of the Facilities Officers.
* Co-ordinate and schedule Program Planned Maintenance (PPM) under the direction of the Facilities Officers, to co-ordinate PPM’s on all cleaning schedules and cleaning equipment.
* Ensure that rubbish is collected as per contracted schedule, that the pallor bin area is kept clean and tidy.
* To monitor and supervise pest control/environmental visits.
* To monitor and supervise washroom service visits (feminine Hygiene Dispenser’s).
* To maintain salt storage bins in appropriate places.
* Empty all external litter bins and clear the grounds of litter daily.
* To clear the grounds of leaf litter.
* To monitor all external walls and steps ensuring their continuing safe condition.
* To check external seating and benching regularly to ensure their safe use.
* To monitor external signage for graffiti and damage.
* To keep planted areas weed-free and well maintained, pruning, cutting back and filling in as appropriate.
* To keep planters filled through the year and watering all areas as required.
* Working with the FM team - To supervise and monitor the work of the contract cleaning staff, ensuring that they are working efficiently in terms of the quality of their work and task completion within time schedules.

To undertake other related duties which the Facilities Officers, Finance Director or Head of School may require within a reasonable workload.

**St Matthew Academy is committed to the safety and welfare of its students and all staff are expected to share this commitment and comply with safeguarding checks.**

Signed ..…………………………………………………… Date ..…………………………………

Person Specification

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|  | | Desirable | Essential |
| **Qualifications & Experience** | * Experience of working in a school environment. * Awareness of COSHH regulations. | ✓ | ✓ |
| **Knowledge & Skills** | * Demonstrate good knowledge and practice of Health and Safety. * Good knowledge of cleaning processes and ability to work with a wide range of cleaning materials, including chemicals. |  | ✓  ✓ |
| **Personal qualities and characteristics** | * Ability to work as a team. * Ability to take pride in cleaning the school and ensuring all school practises are adhered to. * Ability to follow instructions and multi task. * Reliable, honest & flexible * Ability to respect confidential issues regarding pupils, parents and staff * Efficient and organised. * A keen eye for detail and accuracy. * Ability to work under pressure and independently. |  | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |