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| **Name:**  | **Date:**  |
| **Job Title:** Facilities Support  |
| **Job Purpose:** Contributing to the health and safety, maintenance and appearance of the Academy facilities |
| **Salary Grade: S4**  | **Hours:** 36hrs per wk 52 weeks a year (core days with flexibility for out of hours cover if required)  |
| **Line managed by:** Deputy Facilities Manager | **Line manager for:**  n/a |
| **Key Accountabilities:*** General repairs and maintenance as required
* Deliveries
* Dealing with any emergencies that might arise
* Furniture moving and event/meeting setups
* Locking and unlocking gates/rooms
* Health and Safety
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| **Key Tasks** **Site and Premises** * To undertake a programme of routine maintenance, re-decoration and servicing as set out by the Facilities management
* To complete minor repairs to fixtures and fittings including desks, chairs and tables as required
* Under the direction of the Deputy Facilities Manager address any plumbing and heating defects where it has been deemed a contractor is not required
* To setup rooms/areas for events/meetings etc as directed
* To ensure all stocks are replenished each evening i.e. toilet paper/paper towels/soap/copier paper and to replace printer toner cartridges if after hours support is required
* To ensure the meter readings are recorded
* As directed by the Deputy Facilities Manager address any Every requests
* To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities
* Ensure that the Thamesmead External Parties and Visitors procedures are adhered to
* To liaise with the Jubilee Church and Fresh Gym key contacts ensuring that we maintain the good working relationship that exists. To escalate any issues to the Deputy Facilities Manager.

**Grounds*** To undertake general cleaning and clearing of drains and gullies
* Ensure the general tidiness of external areas
* Empty internal and external litter bins
* Carry out daily litter picking duties
* To ensure the Deputy Facilities Manager is aware of any issues with the grounds maintenance contractors and ensure that the ground maintenance works are fully completed, including the summer and autumn change over and in readiness for Open Day and other events
* Out of hours work may be required due to events, lettings, emergencies or adverse weather conditions

**Security*** To comply with the Academy’s CCTV policy
* To update the Deputy Facilities Manager on all security-related incidents
* To be aware of the management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.
* Ensure that the Thamesmead External Parties and Visitors procedures are adhered to
* To secure/open the school when required for lettings, functions in or outside of normal working hours. This may include weekends
* Check the perimeter fencing once a week for damage
* Ensure external gates are secure and locked at all times
* To secure/lock the school as required

**Health & Safety*** To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
* Ensure the implementation of and compliance with appropriate Codes of Practice throughout the School
* Ensure that contractors are adhering to health & safety regulations, safe working practices, and ensuring that appropriate PPE is used at all times and risk assessments are adhered to. Any non-compliance to be reported to the Deputy Facilities Manager.
* To be ensure you are adhering to fire safety in line with Thamesmead Fire Procedures, including ensuring that all escape routes are kept clear at all times. To act as a Fire Warden.
* To undertake any action relating to accidents on the facilities
* Carrying out Peeps procedures as required
* To ensure the corridors are clear of spillages, slip and trip hazards
* Clear leaves, ice and snow and gritting as per bad weather procedures

 **Other tasks*** To ensure the efficient receipt, storage and distribution of incoming goods and deliveries

**General responsibilities*** To be aware of and work in accordance with the school’s child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
* To maintain confidentiality of information acquired in the course of undertaking duties for the department
* To undertake training as appropriate
* To up hold the ethos and standards established within the Academy
* Times of work and location may change as determined by the Deputy Facilities Manager
* To undertake other duties appropriate to the grading of the post as required
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| **Person Specification****Academy Specific (all staff)*** Good communication skills - Essential
* Ability to organise and prioritise tasks effectively - Essential
* Ability to use initiative – Essential
* Ability to work well under pressure - Essential
* Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy – Essential

**Role specific*** A good understanding of plant and equipment typically found on a large secondary school site (D)
* Able to follow instructions (E)
* Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (D)
* Good interpersonal skills to promote good working relationships between facilities staff, external consultant’s staff and students. (E)
* Clean driving licence with D1 category or equivalent (D)
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The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at Thamesmead Academy

Signed

Employee Date

Line manager Date