

## **JOB DESCRIPTION**

**Job Title:** Building Operations Assistant

**Location:** Academy

**Hours of work:** 18 hours per week

**Reports to:** Building Operations Supervisor

**Responsible for (please name the post/s):**

### **Overall Responsibilities:**

A Building Operations Assistant role is to ensure that their academies function safely and effectively on a daily basis. The role is customer focused and is key to ensuring that all estates and facilities services are available and fit for purpose at all times. As a member of the Building Operations Team, the Building Operations Assistant is expected to set and maintain high professional standards at all times and support the Building Operations Supervisor in delivering both an outstanding service to our customers and the vision of the Trust.

### **Responsibilities**

#### **Buildings Operation**

- Be a principal key holder for your academies and attend emergency call outs as necessary
- Be responsible for your academies security, including the opening and closing of the academies on a daily basis, including evenings, weekends and public holidays
- Carry out in-house statutory testing as required
- Ensure all tests are logged and recorded using the Trust's processes
- Ensure litter bins are emptied as required and your academies are litter free
- Replace lamps as instructed
- Manage the building and grounds and undertake minor repairs and maintenance to fixtures and fittings, including desks, tables and chairs, and decoration
- Undertake physical work both indoors and outdoors, including: moving and lifting heavy objects, sweeping playgrounds, cleaning, gardening and setting up for curricular and non-curricular academy events, community use and other events as required by your customers
- Synchronise clocks, time switches etc., as required
- Respond to all requests received from your academies in an appropriate and professional manner, logging and reporting actions and outcomes to the Building Operations Supervisor
- Ensure delivery notes are passed to the appropriate person, as well as

ensuring items are moved to the appropriate place in a timely manner

- Follow safe systems of work, and have a working knowledge of relevant risk assessments and method statements
- Under instruction from the Business Operations Supervisor, guide, monitor or support contractors, carrying out planned maintenance and other works on site
- Take appropriate action and report all site security issues to the Building Operations Supervisor, as soon as becoming aware of such issues
- Ensure CCTV equipment is used in conjunction with Trust policy
- Ensure all safeguarding procedures are adhered to and any issues are reported to the designated person within your academies
- Ensure the intruder alarm system is always activated and the buildings are not left unsecured. Report any issues to the alarm company and the Building Operations Supervisor
- Ensure all entry points, including gates, doors, windows and other security measures are working effectively and that any security issues are reported the Building Operations Supervisor
- Ensure compliance with Control Of Substances Hazardous to Health regulations and if unsure seek advice from the Building Operations Supervisor
- Report any Health and Safety issues to the Building Operations Supervisor, as soon as becoming aware of such an issue
- Ensure that you follow the Trust's Health & Safety policy at all times

## **Other**

- The Building Operations Assistant is responsible and accountable for safely carrying out day-to-day operational tasks at academy sites. You are responsible for the safety of yourself and others and must not carry out any tasks, for which you do not have suitable experience or qualifications. If in doubt seek advice from the Building Operations Supervisor
- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are used
- To work with School Support Services and the Building Operations Supervisor to deliver a first class service that meets our customer's expectations
- To carry out other reasonable tasks, as directed by the Building Operations Supervisor and academy senior leaders, including carrying out some or all of the above duties at other academies within the area

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

## **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

**Job Title: Business Operations Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
<b>Knowledge/Experience</b>	Experience of premises management, building cleaning or building management  Use of general cleaning equipment  Good DIY skills  Taken responsibility for security of a building  Knowledge of security systems	Understanding through experience or qualification of health and safety
<b>Line Management</b>	N/A - no line management	
<b>Budget</b>	N/A	
<b>Scope of the Role</b>	Academy	
<b>Skills/Abilities</b>	Ability to prioritise and manage time to meet customer requirements  To be able to carry out general repairs  Ability to lift and carry items  Ability to follow and comply with instructions on equipment and/or materials usage	Use of commercial site maintenance equipment

	<p>Willingness to work as part of a team</p> <p>Ability to work to deadlines</p> <p>Ability to manage own work effectively</p> <p>Able to use own initiative</p>	
	<p>Ability to carry out health and safety checks, implement corrective measures and maintain relevant records</p>	
<b>Special Requirements</b>	<p>Willing to work outside of normal hours if required</p> <p>Willing to undertake relevant training</p> <p>Willingness to travel to other sites when necessary</p>	