



Job Role: Facilities Assistant

Responsible to: Midsomer Norton Site Hub Manager

Responsible for: Buildings & Campus facilities services across 3 Secondary Schools in the local area

Hours of Work: Flexible Shift Pattern
37hr per week Monday - Friday, 3 shift rota:

AM Shift:	06:00 – 14:00 06:00 - 13:30	Monday - Thursday Friday
Day Shift:	08:30 - 16:30 08:30 - 16:00	Monday - Thursday Friday
PM Shift:	12:00 - 19:00 12:30 - 19:00	Monday - Thursday Friday

Rate: Grade 4 SCP 7 - 10, £20,444 - £21,695 per annum

Purpose of the role

To proactively assist with the delivery of the Facilities Management Services within the local secondary schools (Norton Hill, Somervale and Writhlington Schools) in order to maintain a high standard of functionality and premises upkeep through following a maintenance schedule and completing repairs as necessary.

Principal Accountabilities and Standards

Working as part of a team to:

- Ensure each campus is operational
- Secure buildings and the campus itself as required
- Maintain a high standard of cleanliness and tidiness on each 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 support staff, contractors and their working practices
- Report on the quality of subcontractor's work/service provision to the Site Hub Manager
- Embrace the educational requirements of each campus, 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 fixtures and fittings
- Assist the Maintenance Technicians with the undertaking of:
 - o general repair and maintenance work in connection with building fabric, mechanical and electrical services
 - o installation/alteration/refurbishment works
- Positively and professionally represent Midsomer Norton Schools' Partnership at all times

Main Duties

- To be a named key holder for each campus and assist with maintaining the security of each premises. To ensure the security of each campus with regard to locking and unlocking, setting security alarm systems, carrying out security checks and responding to emergency call outs as required.
- Report all building, fixtures, fittings and maintenance issues/defects
- Complete compliance testing (i.e fire alarms and safety systems) as required
- Complete a range of duties as required to ensure that each site is operational, clean, tidy and in safe working order
- Follow safe systems of work
- Assist with arrangements for maintenance work including escorting contractors and monitoring the safety of their working practices and reporting on the quality of their work
- Work at other sites across the Midsomer Norton Schools' Partnership as required

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
- To attend training courses as directed by the Head of Estates
- 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.

Midsomer Norton Schools' Partnership 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.

Post Holder:

Line Manager:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Personal Specification

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

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 and use initiative to overcome problems
Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Keeps customers informed of progress of work using clear, informative detail
Good communication skills
Uses resources efficiently and effectively
Basic computer knowledge
Uses safe working methods
Willing to work extra hours and be flexible with shift patterns as necessary
Able to: <ul style="list-style-type: none"> ● 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
Valid driving licence
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

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