

**Job Description**

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| **JOB TITLE:** | Facilities Officer |
| **GRADE:** | **Hay 3 £18,795 - £19,171pa + £874 fringe payment**  **£153.40 – First Aid payment**  **Full Time** |
| **PURPOSE OF THE JOB:** | To provide clean, safe, well maintained and appropriately prepared facilities for users of the Trust’s buildings and grounds |
| **REPORTS TO:** | Facilities Manager |
| **RESPONSIBLE FOR:** | Nil |
| **CONTACTS WITHIN TRUST** | All staff and Students |
| **CONTACTS OUTSIDE TRUST** | Contractors  Third party users of the facilities  Visitors (including parents) |
| **MAIN AREAS OF RESPONSIBILITY:** | * Responsibility for safeguarding and promoting welfare of children * To ensure all facilities meet the Generations standard “look and feel,” and are always kept to a high level of cleanliness and availability, providing a first-class facility to students and third-party users alike * Support the operational plan to ensure the best allocation and utilisation of facilities to the benefit of students staff and other users of the facilities * Ensure appropriate set up of facilities and equipment for activities to be undertaken * Ensure all areas are cleared away after use, and furniture, equipment and resources are stored or prepared for their next usage * Liaise with colleagues on issues relating to the operation of the facilities by responding to queries and communicating proposed course of action * To carry out planned preventative maintenance tasks to the prescribed schedule, as determined by the Facilities Manager * To carry out repairs and maintenance to Trust property and grounds as required and within your capability * Ensure the security of the Trust’s buildings and grounds * Operation of the Trust’s heating plant * Cleaning of specified areas of the Trust’s buildings * Attending call outs as a key holder for the Trust’s buildings intruder alarm systems * To engage with approved contractors to ensure the correct delivery of contracted services including but not limited to security, maintenance, grounds keeping, cleaning, catering, waste disposal and recycling across all Trust premises, as agreed by the Facilities Manager * To maintain the building to a safe standard by ensuring all health and safety procedures are followed, standards are met, legislation complied with, hazards identified and remedied in a timely manner * The Trust reserves the right to require you to undertake additional or other duties within your capability as may from time to time be reasonably required and necessary to meet the needs of the organization * Qualified First Aider (training will be provided if currently not qualified) |
| **KNOWLEDGE, EXPERIENCE and TRAINING** | * Experience of working in facilities management, ideally in education or leisure * Flexibility and sensitivity to the needs of a wide range of users of the Trust’s facilities * Knowledge of efficient cleaning methods and materials * Evidence of success in completing handyperson or DIY tasks (paid or unpaid) * Liaising with contractors on site to ensure minimum disruption to the work of the Trust * Liaising with lessees and other users of the facilities as and when required * Evidence through DBS check and recruitment process of suitability for working with children * Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post |
| **WORKING ENVIRONMENT** | * Some of the work will be outdoors, in all weathers, and may involve working at height |
| **ADDITIONAL INFORMATION** | The Trust’s sites operate from early morning until 10.15 pm each evening. On some evenings, Trust and other events take place which require Facilities Officer cover. In order to meet these requirements, the jobholder will be expected to work shift patterns mutually agreed between colleagues. Overtime payments will be made where required |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Holder) DATE:**

**AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) DATE:**

***\*NB: In most cases, the line manager is the Head of Department for your main subject***