Facilities Supervisor
Children Education

Job Title	*Facilities Supervisor*
Responsible to	*Facilities Manager, Head Teacher*
Key Internal Contacts	*Other staff within the Facilities Team* *Staff in other departments within the School* *Staff in other Schools in the Region* *Central Office Staff*
Key External Contacts	*Visitors to site* *Suppliers and Contractors* *External Inspectors* *Neighbours.*

JOB PURPOSE

To carry out planned and reactive maintenance and repair tasks to buildings, equipment and plant to the high standards set by the company and external regulators.

KEY TASK AREAS & RESPONSIBILITIES

- To support the maintenance team in operating the day-to-day response and planned maintenance, refurbishment tasks and repairs for the School
- To operate a planned system of general maintenance and repairs
- To maintain the good reputation of the School by maintaining buildings, equipment, plants and grounds to a high professional standard, ensuring they have a neat and tidy appearance at all times
- To advise relevant staff members as required on all matters relating to equipment, including safety, state of repair and the purchasing of new equipment
- To liaise with external contractors working on site on jobs beyond the scope of general maintenance and to report and advise the Facilities Manager and other senior staff, of progress/issues as required
- To carry out weekly site walks to record and report any Health and Safety/ maintenance issues to improve the site
- To support in managing the on-call process and be part of the on-call team
- To obtain maximum economy and efficiency in all works.

- To contribute to the writing of risk assessments and procedures for maintenance tasks, in accordance with Company policies
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations • To keep relevant records accurate and up to date
- To respond timely and with flexibility to urgent or last-minute staff/School requirements on site.
- To support other members of the maintenance team with work that requires extra members of staff to complete the task
- To ensure that all tools, equipment and machinery is maintained, used and stored correctly and safely • To assist in emergency evacuations and fire drills at the school and to assist in weekly checks on fire alarms
- To carry out basic vehicle checks and maintenance for school vehicles.
- To report any defects, damage, theft, breakages or hazards to relevant staff and the Facilities Manager immediately
- To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, visitors, contractors and other persons within the School

General

- Ensure s that the School operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff, contractors, visitors, that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the School as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the School and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

OUTCOMES FIRST SCHOOLS

Facilities Supervisor
Children Education

Experience	Essential	Desirable
Experience of general maintenance with good practical skills	✓	
Experience in a specific area of work e.g. plumbing		✓
Experience of working to strict Health and Safety guidelines	✓	
Experience of keeping within set budget requirements		✓
Skills	**Essential**	**Desirable**
Good working knowledge of plant and machinery	✓	
Knowledge of COSHH regulations		✓
Ability to work independently and as part of a team	✓	
Methodical approach to work	✓	
Commitment to completing day to day tasks effectively and timely	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills		✓
Good organisational and time management skills	✓	
Qualifications & Training	**Essential**	**Desirable**
Undertake relevant group induction training on commencement	✓	
Willingness to work towards other relevant qualifications as required	✓	
Other	**Essential**	**Desirable**
Commitment to the values of the organisation	✓	
Driving licence	✓	