

# OptionsAutism

Job Title: Facilities Assistant

Hours: Full-Time 38.5 hours per week

Location: Upton Grange School, Slough

Responsible to: Principal

Reports to: Principal

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## **Job Purpose:**

The Facilities Assistant will contribute to the growth and development of the School and will lead on the delivery of providing a warm, safe and secure environment in which all learners are able to thrive.

The Facilities Assistant will have responsibility for the delivery of;

- Repairs and Maintenance
- General Housekeeping
- Grounds Maintenance
- Site Safety and Compliance
- Fleet Management
- Special Factors

## **Repairs and Maintenance**

- Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practical.
- Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Management. Liaise with contractors regarding work requirement. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- Deal with and participate in ad hoc requirements for repairs and maintenance work.
- Undertake minor/reactive repair tasks as appropriate.
- Carry out emergency security repairs where possible or contact the appropriate contractor.
- Undertake/oversee risk assessments relating to the School buildings and the School grounds, so that students, staff and other users have a healthy and safe workplace or facility to use.
- PAT test/arrange PAT testing of all electrical equipment to the required standards and record appropriately.
- Manage all burst pipes, leaks, flooding, fires, and breakages as appropriate and liaise with contractors as necessary.

## **General Housekeeping**

- To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.

- Maintain duplicate sets of keys for all rooms and equipment.
- Oversee and undertake part of the daily cleaning of the School ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary.
- Coordinate termly deep-clean of the building.
- To operate the heating, hot water system and air conditioning system.
- To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with School timetables and ad hoc requests.
- Receive and transport to main store or deliver throughout the building all educational deliveries.
- Deal with accident spillages.

### **Grounds Maintenance**

- Ensure daily grounds maintenance is undertaken and completed to a specified standard, and that safe working practices are adhered to.
- Ensure grounds are kept in a clean, tidy and safe condition e.g. free from leaves, weeds, rubbish,
- Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park, especially during frost and snow conditions
- Carry out regular visual checks on all play equipment.

### **Site Safety and Compliance**

- To maintain appropriate administrative and records systems for the premises function (e.g. Xcenta).
- Contribute to the review of School policies and procedures related to the premises function as a member of the Schools Health and Safety Committee and by working with senior colleagues.
- Deal with day-to-day issues, relating to cleaning staff (e.g. use of new equipment/materials), liaising with the Principal as necessary.
- Undertake/oversee risk assessments relating to the School buildings and the School grounds, so that students, staff and other users have a healthy and safe workplace or facility to use.
- To develop and oversee effective security systems and procedures (including security checks when the School is closed)
- To quality assure the work undertaken by contractors and ensure any concerns are dealt with appropriately and effectively, involving the Principal or Facilities Project Manager where necessary.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of buildings.
- Ensure that the School's Health & Safety policy is complied with in as far as it relates to Premises Management and Contractors' staff, to ensure their safety and that of students, staff and other School users.
- Carry out an annual Health & Safety Audit in conjunction with the Acorn Health and Safety Policy and act upon any and all recommendations within the specified timescales. Complete daily walk through and update monthly health and safety check forms in line with School protocol.
- Report to Principal or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective

### **Fleet Management**

- Ensure School vehicles remain road worthy inc. keeping a log of Tax/MOT requirements, and taking appropriate action as necessary
- Daily/Weekly checks of all School vehicles as appropriate

### **Special Factors**

- The nature of the work may involve the post holder carrying out work outside of normal working hours – TOIL will be given in these circumstances.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the School.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity

under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

## **Safeguarding**

As members of staff, we all have a duty to provide for and safeguard the welfare of children we are responsible for, or who we come into contact within our day to day work. All duties should be carried out in line with the School's Child protection & Safeguarding Policies and Practices.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.

## **Person Specification**

### **Essential:**

- Experience of site management
- Knowledge of current building regulations
- Knowledge of current Health & Safety policies & procedures
- Excellent time-management skills
- Able to work as part of a team or independently
- Able to respond to emergency situations in a calm and rationale manner
- Driving License

### **Desirable:**

- Building/maintenance sector qualification
- Experience of performing routine audits/inspections
- Competent and confident in the use of IT systems
- Understanding of special education, specifically ASC, and the importance environmental factors have on their development