

Job Title	<i>Facilities Assistant</i>
Responsible to	<i>Facilities Manager, School Business Manager</i>
Key Internal Contacts	<i>Staff in other departments within the school Students within the school Staff in other schools within in the Region Central Office Staff</i>
Key External Contacts	<i>Visitors to site Suppliers and Contractors External Inspectors Neighbours, Local Retailers</i>

JOB PURPOSE

- To maintain buildings, equipment and plant to the high standards set by the company and external regulators.
To take responsibility for a specialist area of competence.

KEY TASK AREAS & RESPONSIBILITIES

- To take professional ownership/responsibility for own area of competence i.e. plumbing, joinery, electrical work or decorating;
- To support the 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 plant machinery and equipment; including safety, state of repair and the purchasing of new equipment;
- To liaise with external contractors on work required beyond the scope of general maintenance and to report and advise the Facilities Manager and other senior staff, as required;
- To carry out weekly site walks to record and report any Health and Safety issues, maintain repairs and general improvements to 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 stored, used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations;
- To ensure that all tools are available, in good repair, and accounted for at all times;
- To keep relevant records accurate and up to date;
- To travel the other areas of the site or to suppliers to carry out any role responsibilities;

- To lock up premises at the end of the day and on any day the site is being used for out of hours activities, as required and instructed;
- To respond timely and with flexibility to urgent or last-minute staff/student requirements as a service providing function of the school;
- 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 maintenance and repair;
- To report all compliments, comments and complaints;
- To report any defects, damage, theft, breakages or hazards to relevant staff immediately;
- To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, students and other persons within the school;
- To have an awareness and empathy with the students for whom the service is provided and to carry out duties being mindful of their needs.

General

- Ensure awareness that the service 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 and students 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 Centre 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 Service Users 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

Experience	Essential	Desirable
Experience of general maintenance	✓	
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	✓	