

Job Title	Facilities Assistant
Responsible to	Facilities Manager, Headteacher
Location	Hambrook School
Hours	Variable Minimum - 18 hours a week Maximum – 30 hours a week
Days	Monday to Friday Term Time – 3 Days School Holidays – 4 Days
Contract	Permanent 52 Weeks
Key Internal Contacts	Hambrook Staff Other OFG Staff
Key External Contacts	Visitors Contractors Suppliers Local Residents External Inspectors

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 responsibility for own area of competence, i.e. plumbing, joinery, electrical work, or decorating.
- To support the Facilities Team in operating the day-to-day response, planned maintenance, refurbishment, and repairs for the school.
- To operate a planned system of general maintenance and repairs.
- To maintain a 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 machine and equipment, including safety, state of repair and the purchasing of new equipment.
- To consult with external contractors on work required beyond the scope of general maintenance or competency levels, and to report and advice the Facilities Manager and other senior staff as required.
- To conduct weekly site walks to record and report any Health and Safety issues, maintain repairs and general improvements to the site.
- To support in managing the on-call process and be part of the on-call team. This includes response to the Intruder and Fire Alarm.
- 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 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 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 to other areas or sites to carry out role responsibilities,

- To open up or lock up the premises as required.
- To respond timely and with flexibility to urgent or last-minute staff/service requirements as a service providing function of the school.
- To support other members of the Facilities Team with work that requires extra members of staff to complete the task.
- To assist in emergency evacuations and fire drills at the school and to assist in weekly checks on the fire alarms.
- To carry out basic vehicle maintenance and repair.
- To report all compliments, comments, and complaints.
- To report and defect, damage, theft, breakages, or hazards to relevant staff immediately.
- To perform all duties in a safe, manner with regards to health, safety and welfare of self, staff, service users, and other persons within the school.
- To have an awareness and empathy with the service users for whom the school is provided and to perform duties being mindful of their needs.

General

- Ensure awareness that the school operates within 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 service users that have arisen during the day promptly to the relevant people.
- 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 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.
- Take a proactive approach to any work that may be required.
- Holiday and sickness cover.
- To carry out any other reasonable and relevant duties required.

Person Specification

Experience	Essential	Desirable
General maintenance	✓	
Specific area of work e.g. plumbing/joinery/etc	✓	
Working to strict Health and Safety guidelines	✓	
Responsible for the security of a building/site		✓
Keeping within budget requirements		✓
Skills	Essential	Desirable
Good working knowledge of tools, plant, and machinery	✓	
Knowledge of CHOSHH regulations		✓
Ability to work independently and as part of a team	✓	
Methodical approach to work	✓	
Proactive approach to work	✓	
Commitment to completing day-to-day tasks effectively and timely manner	✓	

Recognition of and dealing with emergencies		✓
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	✓	
Holding other relevant qualifications		✓
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Driving Licence	✓	
Punctuality and Flexibility	✓	
Remaining calm in a pressured situation	✓	