

JOB PROFILE

PREMISES AND FACILITIES ASSISTANT

Reporting to: Premises and Facilities Assistant

Grade: Scale 3 Pt 14 - 17 (£20,007 - £20,472)
Shift Allowance (£2,379.36)

Working Time: 36 hours per week – shift pattern is currently under review

Shift 1: 05:00 to 13:00 [Monday to Friday with one additional hour on Monday]

Shift 2: 08:00 to 16:00 [Monday to Friday with one additional hour on Thursday]

Shift 3: 14:00 to 22.00 [Monday to with one additional hour on Tuesday]

Includes some Saturday & Sunday

Some relief shift work for cover other staff during holidays, sickness and busy periods, shift patterns subject to change due to lettings.

Overtime, as agreed with the Premises and Facilities and Academy Business Manager, may include some time and a half shift for Saturday caretaking to support Community and Sports lettings.

During School Holidays the working pattern will be as directed by the Premises and Facilities Manager, usually between the hours of 07:00 and 17:00, but will not normally exceed 36 hours unless overtime is agreed.

JOB PURPOSE:

The Facilities Assistant will be responsible for the day-to-day maintenance and operation of the buildings to which they are assigned. This is a high profile position which requires the candidate to be able to communicate effectively with all levels of management and Teaching and Support staff on a daily basis. The Premises and Facilities Assistant must be flexible in their approach and be willing to adapt to meet the ever-changing needs of the business.

Key Tasks and Accountabilities will include the following:

Security

1. To take appropriate responsibility to ensure the grounds and buildings are secure.
2. In conjunction with the Facilities Manager, to ensure that the security procedures are known by all other staff.
3. To act as key holder and be prepared to be called out in that capacity.
4. To organise necessary action in the event of bad weather and/or emergencies, ie fire, flood, snow, break-in and entry, accidents, major damage or disorder.
5. To monitor through arranging personal patrols, the security of the site and grounds. The Team should ensure that no unallocated premises are used or entered and that no unauthorised persons enter the grounds. Where such is the case every effort must

be made to clear them from the grounds and where this proves impossible the police must be contacted.

Maintenance

1. To check all firefighting equipment, alarm system and emergency lighting.
2. To direct persons and contractors to places where they are required and to monitor their work, taking due regard of Teaching and Learning requirements.
3. To ensure sufficient operation of the heating plant in line with energy conservation policy.
4. To carry out regular visual inspections of all plant and equipment located within the building and the grounds of the property.
5. To carry out weekly visual inspections of fire routes and fire doors to ensure that they are unhindered. Problems must be reported to the Premises and Facilities Manager and sufficient action taken to resolve the problem to reduce the potential for danger.
6. To carry out Planned Preventative Maintenance works to ensure that continued problem free operation of equipment and facilities within the building. All defects should be reported to the Premises and Facilities Manager.
7. To carry out Reactive Maintenance works on Electrical, Mechanical and Civil Systems as instructed by the Premises and Facilities Manager.
8. To ensure that Housekeeping standards are maintained within the building and to carry out monthly removal of all unused materials. It is the responsibility of the Premises and Facilities Assistant to highlight to the Premises and Facilities Manager any areas where Housekeeping is of a poor standard.
9. The Premises and Facilities Assistant is responsible for the execution of minor project works within the building. This should include items such as hanging pictures, putting up shelves, furniture repair etc.
10. To carry out decoration works within the building to ensure the up keep of the building.
11. To assist with the day-to-day management of contractors working within the building.
12. To assist the Premises and Facilities Manager in ensuring that the building is maintained in line with all Health and Safety guidelines and legislation.
13. To ensure that all sub-contractors employed to carry out specialist tasks are working safely.
14. To ensure that all defects are reported immediately to the Helpdesk [TES].
15. To assist other members of the Premises and Facilities Team with requests, as required.

School Environment

1. To ensure that the learning environment is well maintained at all times.
2. To ensure health and safety standards are maintained in line with the school policy and agreed Codes of Practice.
3. To ensure hard surfaces are cleaned and litter free and that bins are emptied.
4. To assist in arranging for the maintenance of furniture and fittings such as lights, to be carried out effectively and efficiently.
5. To monitor proper use of furniture and to ensure its deployment according to any pre-planned arrangements.
6. To deal with enquiries from members of the public, visitors, contractors, students, staff and parents in a professional manner.
7. To take reasonable action to ensure the proper use of car parking facilities so that vehicles do not cause obstructions and access remains available.
8. To carry out all cleaning not covered in cleaning contract, including: removal of graffiti, removal of litter and debris, disposal of rubbish.

Administration/ IT

1. To assist in keeping up to date energy records as required.
2. To receive post as appropriate and to ensure it is placed in a position of safety.
3. Recording Safety Inspections
4. Logging onto Helpdesk System daily to see tasks to complete.
5. Closing off Helpdesk tasks as completed.
5. Updating files on PC

Lettings

1. To assist in ensuring that the premises are prepared for after school activities and weekend use.
2. To assist in cover of lettings at these times as required.
3. To monitor and organise cleaning within these times.
4. To ensure that all letting users are given an excellent service.
5. Lettings will include supervising the Sports Hall evenings and weekends when rostered.
6. Taking bookings and payments form customers.
7. Maintaining accurate activity logs and updating the database.

Other

Any other duties as directed by the Premises and Facilities Manager, Academy Business Manager and Headteacher commensurate with the level of this appointment.

This job involves a considerable physical effort for, on estimate, over 10% and up to 35% of the total working time. Lifting and carrying are also features requiring a high level of effort for over approximately 5% and up to approximately 10 % of working time.

Review

This Job Profile is current at the date shown but may be subject to modification or amendment at any time, after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

CANDIDATE SPECIFICATION

Successful candidates are likely to be able to give evidence in support of all or most of the following:

Professional Skills and Experience

1. Ideally, a Health and Safety Certificate, relevant City and Guild qualification, GNVQ or Trade qualification.
2. Experience in a maintenance Department or similar.
3. Ideally some knowledge of schools.
4. General handyman skills
5. The ability to work independently, to show initiative and to organise effectively.
6. The ability to work under pressure, prioritise and meet deadlines.
7. A flexible approach to work and good communication skills.
8. The ability to work alone on a regular basis and to ensure a safe and secure learning environment.
9. Basic ICT skills
10. Ideally knowledge of one or more of the following: Fire Alarm Systems, Security Systems or machines/tools.
11. Driving License D1 preferable

People, Relationships and Communication

1. Evidence of working in a role within a risk management environment.
2. The ability to relate well to students, parents/carers, staff and other adults.
3. The ability to promote a positive ethos and to act as a positive role model.
4. The ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Equal Opportunities

1. A commitment to Equal Opportunities.
2. The ability to promote and support the School's Equality and Diversity Policy.

Disposition

1. The ability to work hard and to deadlines, prioritising appropriately.
2. The ability to maintain good humour even when under pressure.
3. To have an interest in young people and how they learn and to want to make a difference.
4. To believe in the importance of teamwork and to be able to build supportive relationships with colleagues throughout the School.

While the postholder will be based at Heston Community School, s/he may be required to work at other sites as required, e.g. Heston Primary School.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager, Facilities and Premises Manager and Academy Business Manager, to reflect or anticipate changes in the job commensurate with the salary and job title. This

Job Profile should be read in conjunction with the generic Job Description for Support Staff.

The details contained in the Job Profile reflect the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. All work performed and duties undertaken must be carried out in accordance with relevant School policies and procedures and with regard to the need for our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Line Manager, Business Manager or Headteacher.

Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

Safeguarding Children

Context:

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.