

JOB DESCRIPTION and PERSON SPECIFICATION

SCHOOL: Mountbatten Primary School **GRADE:** 5
JOB TITLE: Site Facilities Person **DATE PREPARED:** June 2021
EVALUATION DATE: 10 June 2021 (revised 4.3.22) **JE NUMBER:** NJCV48

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trusts Equal Opportunities in Employment Policy.

PURPOSE:
 Ensures the safe and secure custody of the site, monitors the effective provision of utilities and support services and contracts, undertaking basic maintenance and routine repair, ensuring the environment is kept clear of litter and graffiti etc

PRINCIPAL ACCOUNTABILITIES:

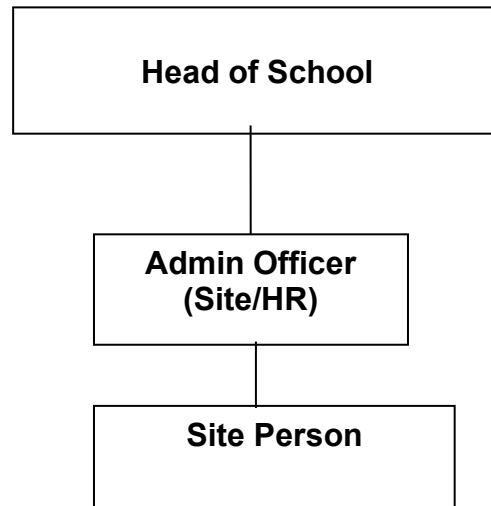
Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	Opens buildings and premises to ensure access prior to the commencement of the school day. Ensures that the site and premises are physically secured on completion of school-related activities and sets alarms and security devices. To respond to challenging and unpredictable circumstances.
3.	Contributes to the school health and safety policy to ensure compliance with all relevant health and safety property and site inspections, prepare risk assessments (and to advise others where necessary) and undertake property and site inspections to identify health and safety issues and to act/or advise school management on any areas of concern. Monitors standing water and tanks to safeguard against Legionnaires disease. Undertake monthly checks of water and maintain records. Organise and participate in any inspection to comply with Health and Safety or other legislation:-
4.	Undertakes both basic and emergency cleaning when necessary, basic maintenance and repair to maintain the fabric of the building and site services. Authorise repairs and contract variations within delegated budget to ensure that a safe secure environment is maintained. To undertake routine porter duties.
6	Monitors, operates and organises the service and maintenance of site services, e.g. heating, water, electricity. Determines priorities, plans, allocates and monitors work. Review all premises service agreements on an ongoing basis to ensure fit for purpose services and value for money.

7.	To assist the Admin Officer (Site/HR) to draw up planned, preventative maintenance programmes (including estimated costing) and undertake the gathering of Best Value Quotes for all building and refurbishment works. To monitor provision of external contractor services and intervene over areas of concern to ensure compliance, project managing the site tasks. To liaise on behalf of the school with external agencies, including the local authority, architects, building control officers with regards to site, building, plant and safety. To monitor and manage stock within remit of post.
8.	To ensure that all legislation with regards to Fire Safety in school is followed and complied with in role as Fire Warden. To implement a programme of fire safety checks and report to the Head of School.
9.	Monitors asbestos records and inform contractors and ensure contractors sign the asbestos documentation.
10.	To interact with the pupils to contribute and support the learning process.
11.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.	

DIMENSIONS: All sections should be completed – if there aren't any state 'none'	
1. Responsibility for Staff:	None.
2. Responsibility for Customers/Clients:	Responsibility for assessing risks.
3. Responsibility for Budgets:	Repairs and maintenance budget.
4. Responsibility for Physical Resources:	Grounds maintenance, PAT testing, boiler house/plant maintenance, fire alarms and fire safety practices, playgrounds, mobile unit, maintenance tools, water tower.
WORKING RELATIONSHIPS: All sections should be completed – if there aren't any state 'none'	
1. Within school:	Admin Officer (Site/HR), Head of School, other staff, parents, community.
2. With other areas in Venn	Other Site Staff at other schools
3. With External Bodies to the Venn	External contractors. Community representatives Visitors to the site.

ORGANISATION CHART:



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).				Y			Porter duties, stretching, bending, lifting and general maintenance of the fabric of the building. Grounds maintenance.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).				Y			Maintenance of toilets and drains, internal and external.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		Y					

PERSON SPECIFICATION		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>				
1.	Qualifications:			
	Health and Safety qualification		✓	AF,CQ
	Basic skills numeracy and literacy level 2 or equivalent	✓		AF,CQ
	PAT Testing		✓	AF,CQ
	Trade qualifications eg Joinery, plumbing, electrical		✓	AF/CQ
2.	Relevant Experience:			
	Managing staff		✓	AF,I
	Ability to undertake site maintenance and minor repairs	✓		AF,R,I
	An awareness of security issues relating to premises management	✓		AF,R,I
	Experience of working in a school setting		✓	AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		AF,R,I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF,R,I
	Lifting and handling skills	✓		AF,I
	Understanding of the complex building fabric, systems, usage and related operational and security issues	✓		I
	Ability to work on own initiative	✓		AF,I,R
	Ability to undertake repairs, decorating, maintenance and service activities. Ability to undertake cleaning, routine and emergency repairs.	✓		AF,I
	Good understanding of relevant policies and health and safety issues	✓		AF,I
	Ability to consult and negotiate with stakeholders and external contractors	✓		R,I
	Responding to unpredictable circumstances	✓		AF,I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		A,I
	Knowledge of Asbestos regulations		✓	AF, I
	An knowledge of types of building usage and related operational security issues	✓		A,I
	COSHH understanding	✓		A,I
	Ability to understand the security risks and health and safety issues associated with site and buildings	✓		A,I
	Good understanding of the relevant local policy and health and safety issues	✓		A,I

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5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		A,I
	Flexible approach to working arrangements	✓		I
	Good interpersonal and communication skills to deal with all stakeholders and contractors. Ability to ensure best value when negotiating variation or repair costs with contractor or suppliers	✓		I
	Written Skills			
	Good written/email correspondence appropriate to respondents conveying guidance or information	✓		A,R,
	Good accurate report writing and record keeping appropriate to requirements	✓		A,R,
	Maintain logs/records relating to post	✓		I
	To update relevant policies		✓	I
	Computer literate to manage and utilise the Every system	✓		AF, I
6.	Other:			
	None			
7.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)