



# JOB DESCRIPTION

## Estates and Facilities Assistant

REPORTS TO:	Facilities Manager and Estates & Facilities Supervisor (day-to-day management)
PAYSCALE:	Band 3 Mid Point 6-11
LOCATION	Royal Docks Academy
TERMS:	37 hours per week, 52 weeks per year, flexibility to work shifts between 7AM to 7PM
CONTRACT:	Permanent, Full Time

### Purpose of The Job

- To ensure the smooth running of the Teaching & Learning environment by maintaining the premises, facilities, safety, and equipment to a consistently high standard.
- To be the positive link between own team, school senior leadership and the estate management team.

### Liaison with

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

## Key Responsibilities:

Responsible for the effective running of Estate & Facilities Management function within the Academy, to include:

### Estate Management Support

- The school building(s) and teaching / learning environment is maintained and building fabric is kept fit for purpose at all times.
- The schools' mechanical & electrical infrastructure is in order, and fit for purpose at all times
- The school premises are safe and secure at all times.
- Ensure that the school grounds and buildings are clean, litter free, free of hazards and maintained correctly on a daily basis.
- The management of health and safety and regulatory compliance for schools is coordinated and documented, both locally and centrally.
  - Complete the remedial actions allocated from risk assessments.
  - Act upon any health and safety concerns including the removal of unsafe equipment.
  - Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
  - Advise estate management of any hazards and risks that need to be addressed whether immediately or otherwise.
  - That the fire call points, intruder alarms, water sources and emergency lighting are tested weekly and results recorded.
  - Specialist contractual activity is coordinated for the school to maintain the regulatory compliance
- All contractors, who may not be DBS checked, are accompanied for the duration of their work during school time.
- Best industry practices are promoted and implemented within BMAT schools.

2. Assist the school leadership and estate management;

- To set up classrooms, assembly hall, dining areas, and meeting rooms as required for teaching, assemblies, performances, open days, examinations and any other event.
- Actively implement and support the schools-based estate maintenance programmes including completing actions from the central helpdesk allocations
- Being the school's first port of call for;
  - The day to day repairs, emergency maintenance and basic redecoration duties.
  - Maintain a system for reporting (helpdesk logging) and making good items of wear and tear around the school site in order to minimise the need for urgent repairs.
  - Report any identified defects or hazards appropriately, logging specialist maintenance requests to central helpdesk and approved contractors.
  - Carry out general maintenance and remedial works appropriate to qualifications and experience
- Ensure that all refuse is disposed of promptly and in accordance with legislation
- Ensure that appropriate levels of spares are in stock, ordering as required and checking receipts against order.
- Perform regular site checks on all areas of the premises, as guided by the Trust Premises Management Policy
- Provide safe access to school premises during periods of inclement weather and emergency situations.
- Be a member of the key holding team for school(s)
  - Manage the opening and closing of the schools on a daily basis at agreed times.
  - Be a key holder for multiple sites and control the allocation of users for the keys for routine and non-routine use.
  - Be responsible for general security and access control across.
  - The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.
- Undertaking cleaning, waste and bin collection duties.
  - Ensure prompt removal of any internal and external hazards that may pose a risk to health and safety.

- Operating and maintaining specialist facilities within BMAT schools, e.g. swimming pools, all-weather pitches etc.
- Taking delivery of goods, materials and transfer to/from their points of distribution / destination.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Having an active involvement in procedures relating to emergencies i.e. fire, flood, security etc.
- Be a key team member of the fire warden and first aid team.
- Carry out day to day running of the school lettings including shift work as required.
- Supporting the management of in-door / external play equipment.
- Support the catering / dining provision for the school(s).
- Continually developing self through continuous professional development.

### **Additional duties:**

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing lunch duties each week as required by the Headteacher.

### **Other specific duties:**

- To continue personal development as agreed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

### **Safeguarding Children**

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

### **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Estates and Facilities Assistant		
	Essential	Desirable
<b>Qualifications and Training</b>	<p>Good standard of general education (e.g., GCSEs or equivalent) including English and Maths.</p> <p>Relevant vocational qualification or willingness to undertake training (e.g., COSHH, Health &amp; Safety).</p>	<p>Health &amp; Safety qualifications (e.g., IOSH Working Safely).</p> <p>First Aid training.</p>
<b>Experience</b>	<p>Experience in a facilities/maintenance environment, preferably in an educational setting.</p> <p>Experience of working as part of a team and communicating effectively with a range of stakeholders.</p>	<p>Experience of working in a secondary school or similar educational environment.</p> <p>Experience supervising contractors and managing maintenance records.</p>
<b>Knowledge</b>	<p>Basic knowledge of maintenance and repairs (e.g., plumbing, electrical, painting/decorating).</p> <p>Awareness of Health &amp; Safety legislation relevant to site management (e.g., risk assessments, manual handling).</p>	Understanding of safeguarding in a school environment.
<b>Skills and abilities</b>	<p>Ability to carry out minor repairs and maintenance tasks to a high standard.</p> <p>Strong organisational skills, with the ability to prioritise tasks and meet deadlines.</p> <p>Good communication skills, able to liaise positively with colleagues, contractors, and school leaders.</p>	Ability to use facilities management systems (e.g., online helpdesk/ticketing systems).
<b>Personal Qualities</b>	<p>A proactive, positive approach and a 'can-do' attitude.</p> <p>A flexible, adaptable, and reliable team player.</p> <p>Commitment to maintaining high standards in facilities management and promoting a safe environment.</p>	Willingness to undertake additional training and support wider school activities as needed.