



Facilities Assistant

Job Title:	Facilities Assistant
Contract Type:	Permanent, Full Time
Salary:	Point S9 – S12 (£28,123 - £30,179 Actual Salary) on Trust Support Staff scale from; 52 weeks a year
School:	Haberdashers' Borough Academy
Location:	94b Southwark Bridge Road, SE1 0EX
Hours Per Week:	35 hours a week, 52 weeks per year
Accountable To:	Facilities Manager

Job Purpose

To undertake all tasks essential to the effective running of the academy. You will work closely with different teams across the academy to ensure tasks are completed efficiently and in line with the various deadlines for the academic year. With a strong customer focus, you will carry out your role displaying a positive attitude and a collaborative approach to your work.

Key Responsibilities of Role

Site Security

- Locking and unlocking internal and external doors as required, activating, de-activating and testing automated alarm and bell systems.
- Operating the Building Locking System (Secom) including access control system.
- Preventing unauthorised access and unauthorised or unsafe parking on the school site.
- To assist in keeping all school buildings and grounds secure, reporting breaches of security and ensure that any resultant damage is repaired or fault rectified properly and promptly.

Health and Safety

- To carry out repairs and maintenance tasks (including an agreed programme of planned preventative maintenance) to all school buildings, grounds and utilities ensuring they are carried out properly, promptly and to a high standard.
- Supervise contractors on the school site.
- To undertake all tasks as allocated through the Premises helpdesk system, reacting promptly and appropriately to work requests and reported or observed hazards, with due regard for the health and safety and welfare of all premises users and visitors including contractors.
- To assist with regular site inspections to identify hazards and defects and implement correction action as required.
- Ensuring that appropriate signs and notices have been displayed.
- Ensuring that fire exits are accessible and that firefighting equipment is correctly positioned and serviced.
- Assisting with fire and other evacuation procedures, drills and training.



- Maintaining paths and roads in to be free of slip hazards, removing snow and treating ice when required

Site Administration

- To participate and cooperate with a planned roster to cover the necessary work times and undertake other out of hours working as may reasonably be required including an emergency response service.
- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate.
- Maintaining stocks of materials, protective clothing and equipment as required.
- Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable.
- Delivering and collecting small items in the locality of the school
- Taking and recording meter readings.
- Litter picking and site cleaning which falls out of scope of the Cleaning Contract.

Collaborative working / team support

Support and help colleagues where required.

This will include:

- Assisting in the coordination and delivery of school events
- Supporting events where needed
- Any other duties as specified by the Management team
- Any other duties as assigned by your line Manager

General

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team



Person Specification

	Essential	Desirable	Method of Assessment
Education			
	Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same).		A,I, R, AS
Knowledge, Skills & Experience			
	Considerable DIY experience at minor maintenance level	Experience working in a maintenance environment	A,I, R, AS
	First Aider or willingness to undertake suitable training	Trade or craft experience in the building industry or a maintenance setting is desirable	A,I, R, AS
	Basic computer skills or willingness to learn (e.g. e-mail, MS Word, Internet	Practical understanding of health & safety and security procedures and practices	A,I, R, AS
	Organisational skills to facilitate lettings	Ability to monitor and report on structural faults/repairs	A,I, R, AS
	Ability to multi task and attend to different requests		A,I, R, AS
	Considerable DIY experience at minor maintenance level		A,I, R, AS
	Ability to communicate and liaise effectively with persons at all levels including contractors		A,I, R, AS
Personal Qualities			
	[Text – Calibri / Regular / Bold / Italic, Font Size 11]		A,I, R, AS
	Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them		A,I, R, AS
	Belief in equality and opportunity for all, ensuring that all staff feel included and listened to		A,I, R, AS
	Ability to establish and articulate a clear vision in an engaging way		A,I, R, AS



	Determination and resilience		A,I, R, AS
	High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully		A,I, R, AS
	Commitment to collaborative working		A,I, R, AS
	High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short		A,I, R, AS
	Commitment to safeguarding and promoting the welfare of children and young people		A,I, R, AS

Staff

Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.