

JOB DESCRIPTION

Chingford Academies Trust

Title of Post:	Facilities Officer (Trust)
Grade/Pay Range:	Scale 6 (point 18-21) - £35,520-£37,134
Hours:	36 hours p/w To work shift patterns between the hours of 06.00-22.00, weekdays (including 45 minute unpaid break)
Weeks per year:	52.14 weeks per annum
Contract type:	Permanent
Responsible to:	Facilities Manager
Responsible for:	None
Key Contacts:	Internal: All staff and students within the school and across the Trust External: Trade Contractors including cleaning, grounds, visitors and _____ _____ hirers of the facilities and their customers

The Facilities Team includes Facilities Officers, Trust Facilities Manager, Facilities Managers, Facilities Assistant, General Assistant and Cleaners. This team works collaboratively across the Trust schools and closely with other key personnel including the Chief Finance and Operations Officer, Business Manager and Heads of School.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Facilities Manager.

JOB PURPOSE

- To be responsible to the Facilities Manager for a range of duties relating to the security, operations, facilities management and monitoring of the school site including the supervision of contractors on site
- To work as part of a team and ensure that the school buildings, facilities and grounds are maintained to the highest possible standard, are in a proper working order ensuring compliance with relevant Health, Safety and Welfare legislation ensuring the provision of a safe working environment for all users of the site
- To be able to work on shift pattern between 06.00 and 22.00 as directed, to support evening events and lettings.

MAIN RESPONSIBILITIES AND DUTIES

SECURITY

- To be a named contact for all site and facilities issues
- To ensure the school is unlocked and ready for use each day and for lettings use outside school hours
- To ensure that all areas of the school are secured when not in use and lock up is compliant with the school's insurance and safeguarding requirements when the site is not in use
- To ensure that access to specific areas is available to contractors, outside of normal hours as directed by the Trust Head of Facilities
- To work within set processes and procedures to secure Trust assets, including access control measures and key management
- In conjunction with the IT team, to support the operation of the school's CCTV system
- To act as one of the key-holders for the Trust sites, providing out of hours' attendance in the event of an alarm call or other emergency.

FACILITIES MANAGEMENT

- To be responsible for areas of the school site, carrying out regular health and safety and general condition checks, and raising tickets for issues identified
- To carry out works identified by the Trust Head of Facilities through to completion, including liaising with appointed contractors to arrange repair and reviewing works undertaken to ensure that they are completed to a high standard
- To develop and maintain lines of communication with contractors which keep staff informed about the progress on works being undertaken
- To work as a handy person including decoration, minor repairs, grounds maintenance and upkeep of the site
- To undertake daily/weekly site walks and advising the Trust Head of Manager of faults to the buildings
- To assist in the asset management process for fixtures and fittings in assessing suitability, condition and disposal.

LETTINGS

- To support the smooth and seamless running of the letting provision

HEALTH AND SAFETY

- To act as a Fire Warden
- To undertake appropriate health and safety training and to be a health and safety champion within

the trust

- To provide input into risk assessments, including fire, disaster recovery planning and COSHH and ensuring that the trust is compliant with these areas
- To ensure compliance with the Trust's health and safety policy and procedures, ensuring documentation is completed in an accurate and timely fashion ahead of works progressing (e.g. asbestos logs, hot works permits, contractor inductions) and accurate filing of paperwork after completion of works
- To ensure compliance with the Trust's planned preventative maintenance program by ensuring allocated tasks are completed on time and to the required standard.

ROUTINE TASKS

- To ensure that resources are used to the benefit of students at the school by seeking cost effective solutions
- To be responsible for the general appearance of the site including removal of litter and graffiti, as necessary
- To respond to all defect reports and put into action such remedial works as are necessary working within Health and Safety parameters with regard to specific trade skills within the team
- To deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment as necessary and within the scope of the post
- To carry out emergency cleaning tasks, to include the removal of bodily fluids/excretions
- To log all incidents of vandalism or unusual excessive wear and tear and to either rectify or report to the Facilities Manager
- To be a point of contact for external security providers. Responding to emergency call outs on a rota basis with other site staff and in liaison with external key holders
- To work with the school administration team in respect of car parking and staff car parking
- To fill the school's minibus with fuel and support the arrangement of servicing as required
- To work with the Facilities Manager and senior staff to ensure the site remains open as far as is practicable particularly in times of inclement weather, by helping with snow and ice clearing operations
- To assist the Facilities Manager in coordinating requests from staff for facilities support (e.g. setting up for assemblies, parents' evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events
- To have responsibility for safeguarding and promoting welfare of children
- To be willing to undertake all relevant in service training as required and to ensure that all relevant skills/qualifications are kept up to date
- Undertake such other duties and responsibilities as appropriate to this level of post

- To provide facilities support and work across sites within the Trust on direction of line management.

OTHER DUTIES

- To identify and pursue personal and professional developmental to meet the overall strategy of the Trust
- To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- To attend relevant meetings as directed
- To be a named First Aider.

GENERAL

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School/Trust
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in appraisals annually in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school.

OTHER REQUIREMENTS

- To have an up-to date Enhanced DBS Disclosure.

SAFEGAURDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder.....

Signature.....

Date.....

**PERSON SPECIFICATION & ASSESSMENT
FACILITIES OFFICER**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE or equivalent in English and Maths as Grade C or above		X
Specialist craft qualification and or experience eg plumbing, carpentry, painting and decorating, electrician	X	
NEBOSH qualification (or part qualification with a desire to complete) or equivalent		X
Recent and relevant professional development	X	
Valid UK Driving Licence		X
EXPERIENCE		
Premises maintenance experience	X	
Experience of working with contractors		X
Experience of working in education settings		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Knowledge and experience of policies and procedures for premises security, repairs and maintenance		X
Understanding of heating, lighting and security systems and building management		X
Comprehension of surveillance systems and premises security	X	
Comprehension of technical systems and related legislation		X
Knowledge of Physical Resources and Information systems		X
Strong interpersonal and communication skills	X	
Ability to empathise, communicate and collaborate confidently and effectively at all levels (students, suppliers, staff, governors and senior leadership)		X
Physical skills – manual dexterity in operating equipment and minor repair work; occasional short periods of physical effort such as bending and stretching and using tools and equipment	X	
Good personal organisation and time management	X	
Ability to travel in a cost and time effective manner to the trust sites as required	X	

PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
High standard of punctuality and reliability	X	
Ability to motivate others and to be self-motivated	X	
Calm and organised approach to work including times when under pressure and the ability to work to deadlines	X	
Commitment to on-going personal development and willingness to undertake appropriate training	X	
Reflective and responds to change positively	X	
Understand the importance of professionalism and confidentiality	X	
Strong role model for staff and students	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedure	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.