

## School Facilities and Premises Assistant

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### JOB DESCRIPTION

Responsible to: Astrum Facilities Manager and Headteacher

Line Manager: Facilities Manager

Location: Multi sites – Central London

Full time | Permanent

### Main Purpose of the Job

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the schools. This includes security, cleanliness, porter age, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

### General Responsibilities

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained school environment

### In return we can offer you

- The opportunity to work in a role where variety is an everyday occurrence
- Supportive, friendly staff
- Tailored training to help you develop more advanced skills
- Complimentary lunches during term time
- Auto-enrolment into NEST pension
- Flexibility in start & finish times

### Specific Responsibilities

#### PREMISES MANAGEMENT

- To monitor the day to day maintenance, repairs, decorating and cleaning of the school
- To advise and complete a rolling programme of redecoration/refurbishment
- To order and complete repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor work requests on the premises that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the facilities manager

## **SECURITY**

- To be responsible for the security of the premises, liaising with police and other emergency services in this respect as necessary
- To be responsible for locking up the college during term time and for the unlocking and locking of the school during college closure periods.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off, if not needed and all security alarms are set and working correctly
- To check, at monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarm
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the head master on all security matters
- To be aware of all out of hour's activities at the college and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To act as a key holder for the school on call-outs

## **GENERAL SITE DUTIES**

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure the main school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To maintain stage and drama equipment, including stage lighting
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required

## **HEALTH & SAFETY**

- To ensure that all working practices with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the colleges Health & Safety Policy and Procedures

## **SAFEGUARDING**

All employees must have due regard for safeguarding and promoting the welfare of children, ensuring compliance with school policy and DfE legislation: Keeping Children Safe in Education (September 2020)



## ADMINISTRATION

- To maintain the college's equipment and plant inventory
- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items
- To maintain a log, on all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To obtain tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the smt
- To carry out other duties of a similar nature from time to time as may be required by the senior management Team

## Facilities assistant

## PERSON SPECIFICATION

### Qualifications and Experience

1. Hold recognised training/qualifications associated with premises management
2. Significant experience or skills in a trade
3. The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc
4. The ability to operate and understand electrical/mechanical systems
5. Risk Assessment experience/qualification
6. Competent at basic building repairs and maintenance
7. To be able to use small industrial, electrical and mechanical equipment
8. Staff management experience when need

### Ability, Skills, Knowledge

9. Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
10. Good communication skills
11. Excellent numeracy and literacy skills
12. Good IT skills
13. Sound planning and negotiating skills
14. Ability to gather information, analyse data and problem solve
15. Ability to manage own time effectively and demonstrate initiative including establishing priorities
16. Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
17. Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
18. Ability to adapt to changing and conflicting demands
20. Ability to be flexible and work as part of a team or individually as required
21. Ability to demonstrate an understanding of students
22. Ability to contribute to the life of the school
23. Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.

24. Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

*Applications, which should include a covering letter addressed to the Headmaster and a fully completed Application Form, emailed to [recruitment@astrumeducation.com](mailto:recruitment@astrumeducation.com) no later than **Thursday 29th July 2021 at 9.00am**.*

*Kensington Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*