



<b>JOB DESCRIPTION</b>		
<b>Post Title:</b> Facilities Assistant (FA) – Multiple Facilities (based at Mulberry University Technical College)	<b>Grade:</b>	SO6  Full Time (35 hours per week), All Year Round
<b>Directorate</b>  Premises & Contracts	<b>Date</b>	May 2020
<b>Responsible to:</b>	Director of Estates (DoE)/Deputy Premises and Contract Monitoring Manager (DPCMM)	
<b>Responsible for:</b>	No direct reports	

**MAIN PURPOSE OF THE JOB**

To support the Director of Estates/Deputy Premises and Contract Monitoring Manager;

- Accountable for monitoring all aspects of the University Technical College site and additional premises as directed, ensuring that they are maintained in a safe, clean and secure condition and are fully aligned to the Trust Service provider and, as appropriate, the Private Finance Initiative (PFI) Service level specification (SLA's), Key Performance Indicators (KPI'S) and Performance standards (PS).
- Managing Project performance, event management and asset status recording/utilising the Trust Helpdesk

Undertake all tasks, as necessary and instructed, ensuring effective site management by monitoring and where necessary executing, the following;

**Cleaning:** Ensure all College facilities and grounds are cleaned to the relevant Contract specifications and provisions.

**General Site and Premises Management including Grounds Maintenance:**

- Ensure maintenance of the College building, grounds and utilities, by monitoring the agreed programme of planned preventative maintenance (PPM) and making sure that repairs are properly and promptly carried out.
- Monitoring and reporting on Heating, ventilation, plant and energy management.

**Security:**

- Ensure all College facilities grounds are maintained in a secure state, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly.

**Health & Safety:**

- Monitor service provider compliance with all HSE legislation, including fire safety regulations.
- Ensure safety management on site, working with contractors, review their H&S systems and ensure they are meeting their commitments.
- Monitor and review the Trust service providers risk assessments for all areas of the College
- Deputise for the DPCMM in his absence, during Fire, Evacuation and any H&S related event for the College

**DUTIES & RESPONSIBILITIES**

Main duties and responsibilities are listed below. Other duties of an appropriate level and nature will also be required.

**Cleaning:** Ensuring all College Facilities buildings and grounds are cleaned to agreed standards and specifications, including:

- Ensure safe use of all equipment/machinery/cleaning agents. Ensure cleaners are aware of, and comply with, associated health and safety requirements, in particular COSHH.
- Ensure that necessary cleaning tasks are carried out, including arrangements for emergency cleaning and removal of graffiti.
- Ensure the cleaning of designated areas of the school not covered by the regular cleaning schedule.
- Move recycling bins as appropriate, ensuring all Soft Facilities Management (SFM) are disposing of refuse by proper means and cleaning/keeping external yard and bin areas clear, clean and tidy.

**General Site and Premises Management including Grounds Maintenance:**

- Monitoring the maintenance of all College facilities buildings, grounds and utilities ensuring that the Trust SLA's, KPI's and PS (performance standards) are delivered by the Trust Service providers so that any repairs are properly and promptly carried out, including:
- Monitor all aspects of the maintenance and improvement of all grounds, buildings, equipment, furnishings, plant, fixtures and fittings, furniture, curtains and blinds in the school under the general direction of the DPCMM. The extent to which the FA will be able to carry out minor repairs, as distinct from initiating action for the repairs to be undertaken by other people, may be variable.
- Monitor the agreed programme of planned preventative maintenance (PPM) to ensure the continuous improvement, repair, decoration and upkeep of the premises and grounds.
- Work with the DoE/DPCMM to prepare work programmes and obtain estimates, where appropriate. Plan and take into account the operational needs of the

school and teaching session times.

- Ensure that repairs within the competence of the service providers Premises Team are carried out promptly and that all Helpdesk incidents/jobs are put in hand and followed up as appropriate through service partners approved contractors and maintenance companies.
- Ensure that all arrangements are in place to deal with minor repairs by the Service partner/Contractors as appropriate, including emergency response to vandalism damage
- Monitor/Manage/Deliver general maintenance of the buildings for which the Trust is responsible, ensuring approved contractors to undertake statutory inspections and specialist maintenance work.
- Monitor the trust Helpdesk ensuring systems for reporting maintenance and repairs, feeding back to staff regarding action and timescale.
- Identify, organise and contribute to minor decoration and maintenance to the building fabric and furnishings using appropriate tools and equipment.
- Work with the DoE to oversee alterations, redecoration, building and maintenance works and specialised repair work, reporting on progress made
- Maintain accurate inventory records for maintenance and repairs via the Asset Management system.
- Carry out regular inspections of the College premises, equipment, fixtures and fittings, recording findings and taking required action to ensure that the site is well maintained, safe and in good repair.
- Ensure that systems are in place to deal with emergencies and minimise disruption caused by snow, blocked drains/gullies etc., maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order.
- Move stationery, equipment and other goods delivered to the College.
- Remove or stack furniture and equipment within the Academy, transporting to appropriate location as required.
- Ensure that the grounds are maintained to a high standard.
- Ensure that all areas and paths are free from litter, weeds and the excessive accumulation of dirt or leaves.

#### **Heating, Ventilation, Plant & Energy Management:**

- Monitor the efficient operation and use of mechanical, electrical and heating services in the establishment. This may include usage and monitoring of heating and hot water plant, fans and lights throughout the College, including the Kitchen/Canteen areas.
- Ensure that the heating and hot water systems are well maintained and are fully functioning.
- Oversee the heating plant to provide sufficient temperatures whilst also taking account of energy conservation.
- Ensure faults and defects, which cannot be dealt with by the DPCMM are reported to the appropriate maintenance organisation and that follow-up action is taken as necessary, making recommendations for improvements of these operations.
- Evaluate the provision of site services and make recommendations regarding potential new providers.

**Security:** Keeping all grounds and buildings secure, including:

- Monitor the overall security of the establishment. This includes patrolling or inspecting the site at appropriate intervals.
- Act as a key-holder; controlling site keys, making sure that routine and non-routine opening occurs.
- Monitor the effectiveness of security staff and their ability to respond flexibly to changing circumstances.
- Monitor the day to day security of the site ensuring appropriate action is taken to deal with emergencies including intruders and police liaison, advising the SLT on security policies, matters and procedures
- Ensure a rota is in place to respond to alarm activation call outs, taking appropriate action to secure the premises and minimise the risk of any further intrusions pending the completion of permanent repairs.
- Report, as appropriate, any breaches of security and ensuring that any resultant damage is remedied properly and promptly.
- Ensure that effective systems are in place regarding arrangements for securing the site, internal and external doors and that CCTV and alarms are fully functional.
- Ensure a system exists to ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use.
- Ensure a system exists for the opening of the College premises at the start of each day, e.g. deactivating intruder alarm systems, unlocking gates, external and internal doors, checking that premises have not been disturbed or damaged.
- Ensure a system is in operation for the closing of the College premises at the end of each day. This will/may include dip checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, unnecessary lights and electrical equipment are switched off, locking of all secure areas, external doors and gates, activating intruder alarm systems, ensuring the safekeeping of keys to the premises.
- Test security alarms to meet the requirements of insurers.
- Provide access to the College for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Support the teaching staff who manage classroom support.
- Support all College staff in the resolution of conflict and vandalism.
- Make recommendations to the DoE and (as appropriate) the DPCMM/Chief Finance Officer (CFO) on all security related issues.

#### **Risk Assessments:**

- Carry out risk assessments, including annual audits relating to security, health and safety, general building and grounds conditions, making recommendations for improvements.
- Carry out risk assessments for College functions, as necessary.
- Maintain records and planning for improvement.

**Health & Safety:** Assisting the DoE/DPCMM ensuring compliance with health and safety regulations concerning the cleanliness, security and maintenance of all School buildings and grounds, including:

- Ensure compliance by periodic inspection; use of signs and removal of hazards in all areas

- Ensure all safety doors, e.g. to boiler rooms, electrical supplies, etc. are identified and secured against unauthorised entry.
- To monitor the testing of fire alarms and other systems at specified frequencies.
- Ensure that fire exits are accessible and that firefighting equipment is correctly positioned and serviced.
- Ensure proper investigations are undertaken and reports made on appropriate forms of all accidents or potential accidents on the Academy premises.
- Ensure that first aid equipment and supplies are correctly maintained and are readily available
- Ensure that other staff at the College are aware of their responsibilities as appropriate
- Notify the DPCMM service provider where there is a pest or vermin problem and dealing with the problem as directed.
- Supervise any contractors working on the site who have been engaged by the School ensuring that they are not causing a danger to themselves or others.
- Ensure the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the school in accordance with Health & Safety legislation.
- Ensure the clearing of snow/ice from paths and playgrounds, as necessary, to provide safe pedestrian access to the School site and between buildings.
- Ensure all equipment, tools and other aids are properly maintained, stored and secured.
- Take all reasonable steps to eliminate potential hazards arising from faulty or damaged fixtures, fittings or surfaces, 'making safe' at the earliest opportunity/restricting access to areas of potential hazard.
- Ensure all work is undertaken in accordance with Health & Safety regulations.
- Making recommendations on all other health and safety matters.

### **Safeguarding**

Comply with the Trust Safeguarding, Equalities, Child Protection, Confidentiality, Security and other policies, assisting with their development and promotion within the school reporting all concerns to an appropriate person.

*This Job Description is not prescriptive in that the needs of the Trust may change and this could necessitate revision in the future and amendment at any time, after consultation.*

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<b>Person Specification for the Post of Facilities Assistant</b>	
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Sound knowledge of relevant Health &amp; Safety regulations and experience of working in an environment with a robust Health &amp; Safety management system.</li> <li>2. Working knowledge of and first line fault finding for: <ul style="list-style-type: none"> <li>• Heating and ventilation</li> <li>• Water, drainage and plumbing</li> <li>• Electrical systems and gas boilers</li> <li>• Security and alarm systems</li> <li>• Fire protection and detection</li> <li>• Air conditioning and ventilation</li> </ul> </li> </ol>
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"> <li>3. Demonstrable experience of safe working practices, ideally gained within a school environment.</li> <li>4. NEBOSH (certificate level) qualification preferred</li> <li>5. NVQ4 or above in Facilities Management preferred.</li> <li>6. Recent Fire Officer training or willingness to attend training.</li> <li>7. First Aid trained (3 day certificate) or willingness to gain this qualification</li> <li>8. Previous experience of managing and supervising small teams of staff effectively.</li> <li>9. Experience of working with contractors, including tender processes and adopting robust procurement procedures; establishing and monitoring third party contract</li> </ol>
<b>Leadership and Management Framework</b>	<p><b><u>Achieving Results</u></b></p> <ol style="list-style-type: none"> <li>10. The ability to pay close attention to detail and checking information for accuracy.</li> <li>11. The ability to work independently and to take initiative when appropriate.</li> <li>12. Extremely well organised, sound time management and the ability to prioritise workload to meet deadlines.</li> <li>13. Flexibility to adapt quickly to rapidly changing circumstances.</li> <li>14. Ability to work under pressure in the College environment.</li> </ol>

	<p><b><u>Engaging With Others</u></b></p> <p>15. Excellent interpersonal and communication skills (both oral and written).</p> <p>16. The ability to work as part of a team.</p> <p>17. Patience and a pleasant manner with good customer service skills</p> <p>18. Understanding of, and ability to, maintain strict confidentiality, where appropriate.</p> <p>19. Ability to work as part of, and contribute to, the College Support Staff Team.</p>
	<p><b><u>Valuing Diversity</u></b></p> <p>20. Experience, or empathy with, working in a multicultural environment.</p>
	<p><b><u>Learning Effectively</u></b></p> <p>21. IT literate and willing to undertake further training as required.</p> <p>22. Willingness to undertake professional development in the context of rapid development in the use of information technology.</p>
<b>Other</b>	<p>23. Demonstrable understanding and commitment to safeguarding the welfare of students and young people.</p> <p>24. You may be required to work outside of normal College hours on occasions (e.g. assisting with Parents' Evenings, Achievement Evenings, Plays, etc.)</p>
<b>Special conditions</b>	<p>25. Good level of physical fitness to undertake some heavy lifting, this is a hands-on role</p> <p>26. Flexibility to attend work out of hours and respond to emergency situations</p> <p>27. Enhanced DBS checked</p>
<b>Working hours</b>	<p>07.00 – 15.00pm</p> <p>Undertake morning checks</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Free light breakfast onsite</li> <li>• Generous holiday entitlement</li> <li>• Continuous Personal Development support (FM)</li> <li>• Attractive pension scheme (LGPS)</li> </ul>