**Facilities Assistant Job Description**

**Job Title:** Facilities Assistant

**Grade:** point 15 – 19 £17,972 - £19,446 per annum pro rata

**Reporting to:** Estates Manager

**Hours:** 37 hours per week (.85 fte – term time plus 2 weeks plus designated days)

**Working hours**: Monday 1pm – 9pm

Tuesday 1pm – 9pm

Wednesday 1pm – 9pm

Thursday 11.30am – 7.30pm

Friday 10.30am – 6.00pm

1 week to be worked in the school summer break and 1 in the October half term. Both weeks will have specific duties assigned.

Duties will include working at sites within Oak Learning Trust as directed by the Estates and Facilities Manager.

The appointment will be reviewed after a 6 month probation period.

**General description of post**

Under the direction of the Estates and Facilities Manager the post holder will be responsible for duties covering security, heating, lighting and (as directed) the cleaning of premises, porterage duties, undertaking minor repairs and maintenance, and general duties of this kind associated with the support of the premises for the purpose for which these are designated.

**Outline of duties**

1. To attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In this connection, the facilities assistant may be called out in unsocial hours or at weekends to deal with security problems.

2. To be responsible for opening and closing of the gates at the designated times during the day.

3. To meet and attend to all contractors visiting or working on the site.

4. To oversee, as instructed, the efficient working of heating plant and lighting.

5. To assist with the reading of meters as necessary and maintain approved records including any concerned with energy conservation matters.

6. To undertake specified indoor cleaning duties, including surfaces of windows and sills.

7. To clean and be responsible for the tidiness of paths, drives, playgrounds and other hard surfaces within the site grounds. Including general gardening, weeding and cleaning of external windows.

8. To note and report as necessary on matters affecting the health and safety of persons on the site.

9. To undertake repairs and maintenance of furnishings and buildings as agreed with the Estates Manager.

10. To keep paths, access points and entrances free of moss, snow and ice to ensure safe passage.

11. The reporting of defects in buildings, furniture, fittings and plan as required by regulations or the instructions of the Estates Manager.

12. The replenishing of soap, towels, toilet paper to all facilities on the site as necessary.

13. To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the facilities assistant), in accordance with procedures.

14. With regard to lettings, to carry out security duties and associated cleaning when required.

15. Car parks to be kept clear from glass, debris and litter.

16. Refuse – empty playground bins at the end of the school day.

17. Deliveries - ensure vehicles are adequately supervised whilst deliveries are being made. Check and deliver to the appropriate recipient. To remove any large refuse discarded during the day from offices, corridors and classrooms.

18. Assist with H&S monitoring (Under the direction of the Estates Manager): -

* + - Legionella – Weekly flushing of the showers and record keeping.
    - Fire – daily/weekly/monthly checks on all call points, emergency lighting, emergency door checks, record keeping. Facilitate fire drills.
    - Ladders and equipment checks

19. Perform duties in line with H&S regulations (COSHH) and take action where hazards are identified to the Estates Manager.

20. Assist with daily/weekly playground equipment inspections ensuring the equipment is safe for use by pupils and reporting any issues to Estates Manager.

21. General tidiness, safety of the school grounds/fields. Litter picking, weeding, leaves, dog excrement, wasps etc.

22. Furniture and resources to be set out and put away as and when required.

23. Store cupboards – ensuring these are kept clear and tidy and overall good housekeeping.

24. Handyman duties – responsible for ensuring repairs and maintenance duties are undertaken such as painting, repairs & maintenance of fixtures and fittings, erecting shelves and notice boards, simple plumbing repairs. To ensure premises and fittings are safe and fit for purpose.

25. Garden area to be clear from litter. Area to be maintained and free from weeds in the paths/planters and bedding areas.

26. Pruning of small shrubs and bushes which may cause injury.

27. In respect of contract cleaning:

* + - Making known to the Estates Manager deficiencies in the service.
    - Providing access to the premises to the contract cleaners within approved times.
    - Emergency cleaning in critical areas (e.g., toilets/corridors), as required.

28. Ability to present as a role model to pupils in speech, dress, behaviour and attitude.

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.