

## **JOB DESCRIPTION**

**Post title:** Facilities Warden  
**Academy:** Academy 360  
**Reporting to:** Facilities Manager  
**Salary/Pay range:** £18,724 per annum  
**Hours of work:** 37 hours per week (Flexibility in working pattern is essential)

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### **Purpose of Job**

- Assisting in the daily maintenance of facilities, services and contracts
- Ensuring the provision of a high-quality teaching and learning environment in the Academy

### **Main Duties and Responsibilities**

#### **Buildings and Grounds Maintenance**

- Support the Facilities Manager with maintenance plan and repair activities of academy premises, grounds and equipment to ensure the continuity of services, supplies and equipment
- Ensure that all requests for repairs and maintenance are:
  - Logged in the appropriate system
  - Carried out in a timely manner
  - Document all such repairs and record when completed
  - Help to ensure minimum disruption to teaching and learning and the continued availability of services, supplies and equipment
  - Support the Facilities Manager to ensure planned, scheduled routine and long-term maintenance tasks are completed
  - Support the Facilities Manager in ensuring visiting contractors observe and follow relevant procedures whilst on site
  - Support the Facilities Manager in carrying out routine inspections of the academy premises, record any issues or hazards and bring to the attention of the Academy Business Manager
  - Report immediately any damage that occurs to the Academy buildings or the need for any repairs
- Under the direction of the Academy Business Manager carry out minor repairs/maintenance which may include (but are not limited too):
  - Painting and decorating
  - Basic plumbing and joinery
  - Maintenance and clearing of drains, traps, sinks, roof and gutters
  - Replacement of light bulbs, tubes and starters, fuses etc.
  - Replacement of ceiling tiles
  - Glazing
  - Check daily for and if found immediately remove graffiti
  - Ensure that all play areas, paths, porches/recesses and parking areas are free from litter, leaves, glass, weeds and dog's dirt
  - Undertake the collection and removal of refuse following the Academy's recycling policy

**Porterage**

- Moving furniture and equipment around the Academy premises as required
- Preparing the Academy for meetings, assemblies, community lettings, events etc. by putting out/putting away chairs/ tables, sports equipment whilst ensuring fire exits are clear
- Receiving inward delivered goods and assist with unloading/storing and delivering as required

**Security**

- Help to ensure the efficient daily locking / unlocking of the Academy, Academy gates, doors and windows
- Help to maintain a key management system and respond to out of hours calls
- Assist to ensure the academy premises are secure e.g. boarding up of windows

**Cleaning**

- Ensure high standards of cleanliness are maintained in all areas of the academy
- Carry out routine cleaning tasks

**General**

- To provide visitors to the Academy with helpful advice, guidance and information and if not able to do so, direct to other members of staff who can assist
- Support the School Business Manager to ensure that lettings customer requirements are met
- As and when required drive the academy vehicles, this may include transporting pupils, staff and equipment
- To participate in Continuous Professional Development and assist in the induction and training of new members of the team
- To support the cleaning team

**Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Health & Safety Policies
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so
- Provide the Facilities Manager with support for the academy vehicles, to ensure that maintenance and cleaning is carried out and that the vehicles are kept in good working order at all times
- Assist with annual PAT Testing of all portable electrical appliances and maintain appropriate records
- To complete records and undertake building checks in line with housekeeping and to follow all safe systems of work at all times
- Ensure safe storage of equipment and materials
- Ensure protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with H & S requirements
- Help to check fire equipment and regularly test alarms
- Manage all contractors in line with the Trust's Policies and Procedures

**Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020, where required