

Job Description

Post Title: Facility Officer/Assistant AA818

Evaluation: 400 Points

Grade: N3

Responsible to: Operations Manager

Responsible for: Cleaning staff as allocated

Job Purpose: To co-ordinate and supervise the support of facility and ancillary services within the school to ensure the building is fit for purpose. Undertake reasonable day to day instructions assigned by the Head Teacher. To ensure the delivery of services in accordance with customer service standards, policies and procedures, including the City Council Customer Services Charter.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out the various policies and procedures associated with the operation of the facility. Specifically those relating to; staff supervision, the letting of school premises, security and access, maintenance and repair and health and safety.
- 2 To be responsible for the day to day supervision of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees.
- 3 To undertake the day to day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters and report any faults to the Head Teacher
- 4 To monitor and maintain limited delegated budgets including accounting for expenditure and the handling and processing of cash, cheques and financial data.
- 5 To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking cleaning and by supervising the cleaning staff.
- 6 To undertake the clearance of snow from all accessible areas and to grit as necessary.
- 7 To undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.
- 8 To carry out portage duties as required including the co-ordination of the removal and placement of furniture and equipment.

- 9 To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contractors and the inspection of any works undertaken.
- 10 To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.