



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Facilities Support Level E

SECTION: Schools

Examples of Job Titles at this Level

Site Manager	}	Large School (900+ pupils)
Premises Manager		
Facilities Manager		

PURPOSE OF JOB

To work under the direction of the Headteacher or nominated member of senior staff, to provide **a comprehensive service ensuring that school buildings, facilities, and site services are operated to specific standards in line with Health & Safety procedures.**

- **Management** responsibilities
- Serious problems will be dealt **with by the job holder with the support of Headteacher, Governors & LEA**
- All duties will be carried out within recognised procedures
- There will be a need to interpret information and to resolve a range of differing problems
- First point of contact for **a range of contractors and visitors** to the school

***Please note;** All schools are organised differently. The range of activities required may be different in each school. This Job Description gives an overview of the level of work the postholder will be required to carry out, and examples of activities they may be required to undertake at this level.*

PRINCIPAL ACCOUNTABILITIES

- To *promote* and *ensure* cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
- To *ensure* all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines

- To *ensure* the school grounds are constantly in order and subordinates or contractors carry out the required gardening appropriately, maintaining a safe and presentable environment for pupils, staff and visitors.
- To *monitor*, order and take delivery of appropriate supplies and equipment to *ensure* stock levels are adequate and ordered within an agreed budget.
- To control stock and raise appropriate orders for stock and supplies of cleaning/maintenance equipment in liaison with financial personnel, within an agreed budget.
- To perform minor repairs such as plumbing, basic electrics (i.e. plugs, light bulbs, fuses) carpentry to keep the school in a safe state and to help control major expenditure in the future.
- To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, and minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.
- To *ensure* heating and hot water supply plant operated in accordance with agreed policy instructions and carry out frost precaution procedures.
- To *ensure* all meters are read and recorded appropriately as required, provide assistance with energy conservation procedures. To ensure heating and hot water supply plant is operated in accordance with agreed policy instructions and that frost precaution procedures are carried out when required.
- To work with the Headteacher to train and retain new cleaning staff, and to *assist* with the recruitment of new staff including shortlisting and interviews, in order to *ensure* an effective workforce can carry out the service required.
- To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis, however chairs may need to be arranged on occasion as required.
- To maintain the school minibuses, carrying out weekly safest checks such as oil, tyres, lights, seatbelts. Liaising with local garages when required to *ensure* the vehicles are serviced regularly and that MOT's are carried out annually ensuring the legality and safety of all concerned.
- To *monitor* fuel levels, order fresh supplies as necessary and keep a record of the same.
- Take such measures as appropriate to protect the school and its contents.
- To comply with regulations relating to security and confidentiality.
- To be 'on-call' in the event of an emergency during school closure times. (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.

- To be a main key holder for the school premises, responsible for both the *routine* and emergency opening and closing of school grounds, activating alarm system if required to safeguard the school and its assets.
- To *ensure* access is provided to cleaning/contractors' staff within approved times.
- **To perform risk assessments and continuously *monitor* the School grounds** to *ensure* that Health & Safety standards are maintained.
- To *supervise* cleaning staff or *monitor* cleaning contracts staff, and record cleaning standards to *ensure* the requirements are maintained and that the school is a clean and pleasant environment.
- **To *manage* and organise a team of Facilities Support staff; motivating and supporting them to *deliver* an efficient service for the school**
- **To *manage* and control an agreed budget for facilities within the school under the direction of the Headteacher.**
- First point of contact for **a range of contractors and visitors** to the school
- To liaise on a daily basis with the Headteacher or nominated person to discuss any areas of concern and to decide on the order of work required to be carried out by the postholder or contractors.
- To carry out activities relating to the up keep and maintenance of an on-site swimming pool if applicable:
 - To operate and maintain heating and filtration systems
 - To test water and add chemicals to maintain water in good condition
 - To ensure that Health and Safety standards are strictly adhered to
 - To clean pool, surrounds and changing rooms.
- To liaise with outside contractors to obtain quotes, check workmanship, and to *ensure* the work they carry out is to the satisfaction of the Headteacher.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

Post Holder Name.....

Post Holder Signature.....

Date.....

**Blatchington Mill School is committed to safeguarding our students and
we expect all staff and volunteers to support this commitment.**

PERSON SPECIFICATION

POST TITLE: **Resource Support Level E**

SECTION: **Schools**

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications
and Knowledge**

- NVQ **Level 4** or comparable relevant experience
- *Excellent* working knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electrics (such as plugs, fuses & light bulbs)
- **An extensive knowledge and clear** understanding of Health & Safety regulations in schools including COSHH guidelines

Experience

- **Minimum of five years experience** of Facilities Support work at a level C or level D
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- **Minimum of two years experience of staff management**
- Experience of **managing** a budget

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- *Excellent* verbal communication skills
- *Excellent* numeracy & literacy skills
- *Excellent* organisational skills
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to *manage* others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school

Other Requirements

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role

- The postholder may be required to attend and successfully complete the 4day Pool Plant operator course if appropriate

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.