

Job title	Facilities Officer – The Trumpington Federation	 <p>Growing and Learning Together</p>
Salary grade	Level 6, Scale 4, pts 7-11	
Reports to	Business Manager	
Responsible to	Headteacher	
Hours	37 hours per week, 52 weeks per year; 24 days paid leave plus Bank Holidays	
Location	This is a cross-Federation role and the successful candidate can be required to work at either site.	

Job purpose

Support the Headteacher and Business Manager to ensure the safety of all site users by helping to maintain the grounds, facilities and equipment owned by the school in safe working order. Support delivery of quality teaching and learning by ensuring that facilities are available to them in a clean, safe, satisfactory condition.

Duties and responsibilities

General Duties

- Contribute to the overall ethos, work and aims of The Trumpington Federation, respecting and supporting the role of other professionals.
- Work in line with statutory regulations, school policies and risk assessments
- Maintain and develop own knowledge of regulations pertinent to role.
- Liaise with colleagues, neighbours and partner organisations; maintain and manage positive working relationships; treat all users of the school with courtesy and respect.
- Plan activities to meet statutory and school requirements and deadlines; take action to build and improve service delivery.
- Provide reasonable cover for absence of other site team members.
- Support the effective running of the site team by ensuring effective communication within the team and the wider school regarding site matters including attending relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Present a positive personal image, contribute to a welcoming environment, support equal opportunities

Security, Safety & Emergency Response

- Permit access to restricted areas of the school as required; together with the rest of the site team, carry out locking up and/or opening up duties according to agreed procedures for designated key holders.
- Operate routine security arrangements to prevent/deter unauthorised access to the site and restricted areas within the site, to minimise theft and vandalism.
- Require unauthorised/unwelcome visitors to leave the site; liaise with police in the event of intrusion.
- Monitor site safety, make recommendations for improvement and take action to implement.
- Execute emergency procedures in the event of fire, flood, intrusion, accident or major damage.
- Liaise with emergency services during normal working hours.
- Contribute to review and implementation of risk assessments for own areas of responsibility.
- Work in accordance with agreed risk assessments and report any non-compliance to senior management
- Manage the access control systems for both sites and, in conjunction with HR, ensure that authorised persons have appropriate access.

Managing Statutory Inspections, Planned Maintenance and Remedial Repairs

- In conjunction with the Federation Business Manager and the Property Management Advisor, develop and implement an annual programme of statutory inspections and planned preventative maintenance which ensures compliance with health and safety regulations and the effective and efficient running of the Federation's facilities.
- Monitor the effectiveness of the plan and progress against the plan; review and update the plan to deliver continuous improvement in service levels.

- Monitor the Maintenance Request system to ensure that remedial repairs and minor improvements to the facilities are carried out in a timely fashion, whether by the in-house site team or by external contractors.
- Oversee the work of the site team, allocating and prioritising tasks as required. Deal with any scheduling conflicts and peaks and troughs in demand.
- Check contractors carry out work in accordance with regulations and Federation expectations; follow-up where work or service levels have not met the standard required.
- Ensure records are kept of all maintenance, inspections and remedial repairs in line with relevant regulations and policies.
- Assist Business Manager to obtain quotes for repairs and small improvements; supervise contractors who are not DBS cleared when on site; assure the quality of contractors' work.

Managing the Environment

- Maintain safe and clean external environments
- Develop and implement procedures for the disposal of routine waste which comply with current regulations;
- Organise specialist waste collections e.g. sanitary waste, POPS, waste electrical equipment, skip hire for bulky waste, confidential waste, ensuring that all waste is disposed of in line with statutory requirements
- Take action to minimise the energy and water consumption of the school.

Managing Budgets, Ensuring availability of resources and facilities

- Together with the rest of the site team, ensure stocks of spare parts, materials and consumables are stored in safe, tidy and secure locations and that stocks are maintained at agreed levels.
- Order sundry stock and maintain supplies
- Assist and be responsible for the preparation of rooms and appropriate work areas. (e.g. hall, meeting rooms, classrooms, and catering areas). Liaise with external community as required.
- Provide receipts, work sheets and delivery notes to the Finance Assistant as evidence of goods and services received.
- Ensure overtime is agreed in advance, claimed regularly and that claims are authorised.
- In line with Federation Financial Procedures, raise orders for any goods and services procured on behalf of the school for the purposes of maintaining the facilities

Lettings

- Monitor the lettings inbox, responding to requests and queries as required and keep the lettings calendar up to date.
- Ensure that those hiring the Federation's facilities act in accordance with the Federation's policies on Lettings, Health & Safety, Safeguarding & Child Protection and other relevant policies as required.
- Raise and issue invoices for lettings in a timely fashion.
- In conjunction with the Finance Assistant, monitor outstanding invoices and progress any non-payment of invoices in line with the Federation's financial procedures.
- Promote the facilities available for hire and pro-actively develop new opportunities.

Line Management

- Line management of the team of caretakers including participating in recruitment exercises, planning and delivering induction, conducting probation reviews, planning CPD and statutory training, coaching and development of team.

The postholder may be required to undertake other tasks, commensurate with the grade and level, which the Federation Business Manager may feel appropriate. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases however, where a permanent and substantial change in the duties of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation in line with the Pay Policy.

The Trumpington Federation is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment.

Person Specification	Essential	Desirable	Method of Assessment
Communication & Literacy			
Confident, clear and polite when communicating with a variety of audiences (staff colleagues, governors, parents, pupils, contractors, neighbours).	X		Letter of application Application form Interview
Competent and confident using a range of communication technologies including school phone system, mobile phone and MS Outlook for email communication.	X		Application Interview Tasks
GCSE Maths and English or equivalent	X		Certificates
NVQ Level 2, IWFM Qualifications		X	Certificates
Personal Qualities			
Commitment to ensuring the safety of all site users, especially vulnerable children and adults, and the security of all school assets.	X		Interview References Vetting checks
Relates well to pupils	X		Tasks; References
Honest, discrete and trustworthy: key holder and responsible for site security; has access to confidential records and school safe; responsible for critical H&S checks	X		Interview; References Vetting checks
Reliable and punctual	X		References
Enjoys working in a systematic way in line with defined procedures; tidy and organised	X		Past experience Interview
Able to work without close supervision to ensure tasks are completed	X		Past experience Interview
Good attention to detail	X		Tasks
Flexibility: able to switch hours or do overtime to cover absence of colleagues; some element of out-of-hours work	X		Interview
Energetic and enthusiastic; pro-active in identifying what needs to be done and getting on with the job	X		Interview
Remain calm in emotionally charge situations; behaves to de-escalate tension; Copes well with short-term changes in priorities	X		Interview
Comfortable in a lone-working situation	X		Interview
Works well as part of a team; used to working in shared spaces and using shared equipment and resources.	X		Experience, Interview References
Willingness to train and develop new skills	X		Application, Interview
Experience of specific systems and plant used by the school		X	Application, Interview
Confident working at heights, with appropriate equipment	X		Interview
Able to carry out manual handling duties commensurate with the role and to operate powered machinery	X		Interview Tasks
Skills and Experience			
Experience of maintaining large buildings with a range of facilities	X		Application form Interview, Tasks
Valid clean driving licences	X		Online check
Basic training and/or experience in: general maintenance, plumbing & heating systems; electrical installations and lighting; ground works; cleaning and infection control.	X		Application form Interview, Tasks
Knowledge of Health & Safety legislation	X		Interview, Tasks
Experience of/training in basic administrative skills, particularly record keeping	X		Application form Interview, Tasks

Previous experience of a school environment		X	Application form Interview, References
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