

Felpham Community College

Job Description

Facilities Officer



Core purpose:	To support the Facilities Manager in providing a pleasant, safe and secure environment in which to work and learn
Reporting to:	Facilities Manager
Hours	37 hours per week full-time +2 hours contractual overtime. Hours of work: the hours of work are variable to provide cover during the school day (6.00am to 6.00pm) and will include some evening and weekend working.
Grade:	Grade 6
Grievance Officer	Headteacher

Responsibilities:

Security

- Responsible for the security of school as a main key holder
- Open and close the school buildings for everyone to use at times arranged by the Headteacher
- Checking and securing all external doors and windows prior to locking of school.
- Unlocking and locking school gates as and when required
- Setting and un-setting school alarm system
- In rare circumstances, respond to out-of-hours emergencies and alarm activations (note school has a contract with security patrol company who respond to routine alarm call-outs)
- To open and close the school building and/or grounds for pre-agreed out of school hours lettings (overtime will be paid)

Caretaking

- To maintain the school by carrying out repairs and maintenance to property, fixtures, fittings and equipment that are not beyond the scope of an unskilled handyman
- Escalate any repairs and maintenance work that is beyond the competence and responsibility of school FM Team
- To call out third party contractors and stakeholders as and when required.
- To understand Contractor Management responsibilities and to support contractors and workers on site as and when required for example directing and guiding around the site.
- General portering duties by supporting any staff who require assistance moving items around the school site.
- To complete regular compliance activity as per the school's schedule to include but not limited to; Fire Alarm Testing, Water Hygiene Checks, Emergency Light Testing. Tests and checks to be recorded online using a mobile tablet or similar device and escalated to senior staff and/or contractors when failings occur.
- Preparing the school hall and other rooms for functions as required which will include setting up on furniture, IT equipment etc.

- Ensuring that any hazards are made safe in a timely manner
- Emergency cleaning duties during the school day
- Supporting with infrequent events such as exams, parent's evenings and meetings by ensuring that rooms are set up as per the event organiser's instruction.
- To undertake training associated to the role which includes but not limited to Safeguarding, Health & Safety and COSHH
- Basic grounds maintenance tasks (e.g. grass cutting) as and when required
- To respond to a manage the online FM Helpdesk ensuring that tasks are completed in a timely manner and communicated well to all involved.
- To communicate with the team and other stakeholders by email, radio and on-site meetings
- Any other duties associated with the safety and maintenance of the school site and grounds as and when required

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| <ol style="list-style-type: none"> 1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. 2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post. 3. Because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. 4. Every member of staff has a responsibility to safeguard and promote the welfare of children. 5. There is a regular and intrinsic requirement to communicate with members of the public. |
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Person Specification – Facilities Officer

Essential	Desirable
<ul style="list-style-type: none"> • Knowledge and practical experience of DIY and / or general maintenance e.g. as painter/ decorator, caretaker or similar. • Knowledge and practical experience of cleaning and skills related to this. 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment. • Experience of basic plumbing and heating systems. • Knowledge and experience of Health and Safety procedures (e.g. COSHH). • Knowledge/experience of property related compliance activity.
<ul style="list-style-type: none"> • Hold a full, clean driving licence (max 3 penalty points). • Physically fit, willing and able to work at height and carry out manual duties such as lifting and carrying. 	<ul style="list-style-type: none"> • First Aid at Work • Manual handling training • Ladder / working at height training. • COSHH and legionella training • Asbestos awareness
<ul style="list-style-type: none"> • Demonstratable observational skills. • Demonstratable interpersonal skills. • Ability to work unsupervised and under one's own initiative. • Ability to prioritise own workload. • Demonstratable organisational skills and ability to maintain orderly records of paperwork, certificates, records and reports (including computerised records and databases). • A flexible and enthusiastic approach to work (including hours and duties). • Demonstratable operational use of Microsoft packages to include Word, Excel and Outlook 	<ul style="list-style-type: none"> • Demonstratable operational use of Helpdesk packages • Demonstratable operational use of mobile technology (ipad/tablet)

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September, the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.

Other details

All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The school will need to see the **originals** of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate.

Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.