



Job Description

Post Title: Site Facilities Officer

Pay Scale: Grade 4

Responsible to: Line Manager

Main Purpose of the Post:

- To ensure the safe and secure custody of the site; to monitor effective provision of the utilities; and, to carry out maintenance and repairs.
- To enhance and strengthen the diverse site team working as a proactive member under the guidance of the Line Manager

Principal Accountabilities:

- Open and close the site, including setting and un-setting alarms.
- Undertake cleaning duties.
- Undertake call out responsibilities.
- Carry out routine porter duties, e.g. move furniture, carry out basic maintenance and repairs, etc.
- Participate in health and safety inspections and identify health and safety issues.
- Carry out basic maintenance and repairs to the building and grounds.
- General decoration, as and when required.
- Drive minibus to garage for maintenance and repairs.
- Undertake daily observation of the BMS system.
- Responsible for Legislation and statutory compliance adhering to the relevant policies.
- Inputting of data and certificates onto the Constellation Trust's building management software.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Constellation Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Act (1998). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Constellation Trust Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.

- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the health, safety and welfare of him or herself. Specific details are outlined in the Constellation Trust's General Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Knowledge and awareness of Health and Safety policies and regulations.
- Have a basic understanding of electrics.
- Knowledge of Personal Protective Equipment (PPE) requirements.
- Possess practical maintenance skills.
- Able to work as part of a team and use own initiative.
- Knowledge of hazardous substances.
- Efficient and effective organisation and prioritisation skills.
- Knowledge of heating and security systems.
- Effective interpersonal and communication skills.
- Able to work in a challenging environment and meet deadlines.
- Knowledge of Microsoft packages and have effective, efficient IT skills including email.

Creativity and Innovation:

- Joinery skills in the practical application of repairs.
- Multi skilled approach to improvements and repairs.
- Work to the school/academy and the Constellation Trust policies and procedures

Decision-Making:

Discretion:

- Determine what repairs to carry out and when to call in contractors.
- Responsible for the ordering of cleaning supplies.
- Use discretion when to seek advice from line management or call emergency services.
- Respond to on the spot incidents requiring immediate attention/decisions on and off the school/academy premises and/or without direct contact with a senior member of staff.

Consequences:

- Positive impact on the quality, security, safety and well-being of the school community.

Contacts and Relations:

- Contact on a daily basis with the Trust and Senior Management Teams and Academy Staff for the exchange of information.
- Contact on a daily basis with students.

- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies and contractors, including police and suppliers.

Responsibility for Resources:

- Minibus for maintenance and servicing purposes.
- External and internal keys.
- Alarm fob to the site.

Working Environment:

Work Demands:

- Work arrangements are normally planned but are interrupted subject to staff/student needs.

Physical Demands:

- Work requires substantial physical effort associated with working at heights, use of equipment, bending, moving and handling, e.g. taking in stock and moving furniture.

Working Conditions:

- Work includes significant amount of outside work, in varied temperatures and there is the likelihood of dealing with bodily fluids and excessive amounts of dust.

Work Context:

- Some risk to personal safety when using maintenance equipment.
- Work is undertaken in a school environment and may be subject to challenge from parents and students.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible:

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature