



Job Description

Position Title:	Facilities Officer		
Reports to:	Facilities Operation Manager		
Department:	Business team	Job Code:	25 hours per week, including evenings and weekends
Location:	Furness Academy	Evaluated Grade:	NJC 13

1. JOB PURPOSE:

- To undertake the maintenance and caretaking activities of the Academy site to ensure the safety, security and sound condition of the buildings, facilities and grounds.
- To ensure the Academy site is always presented to a high standard.
- To assist the Facilities Operations Manager in the effective management of supervision, security and operations of the Academy premises.
- To provide high quality lettings' service for the Academy, taking responsibility for setting out equipment, security, and public safety.

2. ACCOUNTABILITIES:

Key Areas of Responsibilities and Accountability include:

- In liaison with the Facilities Operations Manager, contribute to the management and development of the premises, both on a daily and longer term basis.
- Maintain a Buildings Register which will contain all service/maintenance certificates and records.
- Deploy site staff and contractors to provide effective and efficient supervision, maintenance and development of the premises in conjunction with the Facilities Operations Manager.
- Monitor and maintain quality of work carried out on the Academy premises in conjunction with the Facilities Operations Manager.
- Identify aspects of the building and site that require maintenance, repair or refurbishment; propose priorities to Facilities Operations Manager.
- Acquire and negotiate estimates for small works/projects on Academy premises.
- In liaison with the Facilities Operations Manager, employ contractors to carry out small works/projects on the Academy premises.
- In liaison with Facilities Operations Manager, oversee works carried out by contractors on site and report any concerns regarding quality, progress, regulations, etc. to Facilities Operations Manager.
- In liaison with Facilities Operations Manager, manage budgets relating to buildings, grounds and cleaning effectively and adhere to best value principles in all aspects of work.
- In liaison with the Facilities Operations Manager, ensure high standards of performance within the site staff/cleaning team.

Security

- Be a Key holder and respond to alarm calls when contacted outside the Academy's normal operating times.
- Maintain the day to day security of the Academy site by opening and closing premises during normal hours and out of hours, during holidays and when lettings take place.
- Oversee goods deliveries as appropriate.
- Deal with site issues and problems as they arise.
- Address current security issues in order to maintain a safe environment.
- Supervise on-site contractors, to ensure the smooth operation of maintenance work on the site.

General Caretaking

- Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.
- Provide a portering service for deliveries to ensure supplies are correctly handled according to the manual handling training received and appropriately delivered.
- Provide a portering service for staff when necessary, working at heights as required in accordance with Health and Safety regulations and after the completion of a management risk assessment and training.
- Support ad hoc projects e.g. Academy Environmental Improvement Works

Maintenance

- Undertake general repairs and maintenance around whole site including plumbing, carpentry/joinery, plastering, decorating, repairs on furnishings and buildings.
- Undertake line marking of car park and playgrounds.
- Monitor and maintain the boiler system, dealing with matters as they arise to maintain energy efficiency and ensure the system is kept running on a day to day basis and to meet the needs of the site.
- Test fire alarm bells on a weekly basis to ensure in good working order.
- Ensure outside areas are kept free from litter, leaves and bark, emptying outside bins every day, to maintain a clean and tidy environment.
- Keep paths, access points and entrances free of snow and ice to enable safe passage.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs, tap washers, clock batteries and drains to ensure a safe environment is maintained.
- Maintain tools and equipment to ensure they are kept in good working order.
- Ensure working areas are left clean and tidy at the end of each day and at the end of the job to ensure a safe environment is maintained.

Whole Academy Responsibilities

- Be a positive influence on the climate and culture of the Academy and lead by example at all times.
- Model good practice across the Academy.

Other

- Attend staff meetings as required.
- To participate in a personal staff development/appraisal process in accordance with Academy policy.
- Carry out any other reasonable responsibilities, as directed by the Headteacher, compatible with the role and grade of the post.

Administration

- To contribute to a central filing system for documents and reports relating to the safe operation of the Academy site and services.
- To respond to simple queries either in person or by telephone or e-mail, using own judgement to refer to others as appropriate.
- To contribute to a log of routine testing, and have this available for inspection by the Business Director or statutory authority.
- To arrange minor repairs in an emergency, out of hours.

Resources

- Undertake the safe operation of specialist equipment, including heating and electrical equipment.
- Effective use of basic IT equipment and packages.

- Maintain an appropriate stock level of supplies of hand towels, toilet rolls and soap, and requisition replacement stocks via Facilities Operations Manager.

General

- Using own judgement and/or as directed, manage risk according to Academy policy, including the use of risk assessments pertaining to the safe operation of the site and services.

Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Business Director or Headteacher.

3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

Essential:

- NVQ Level 2 or significant experience in either a repairs and maintenance or decorating discipline.

Preferred:

- Fire warden or marshal training or willing to undertake training

Previous Experience:

Essential:

- Experience in maintenance and repairs role
- Effective use of basic ICT packages
- Working knowledge of relevant policies, codes of practice and legislation

Preferred:

- Experience working with young people in an Academy or similar environment
- Experience as cleaner, janitor or maintenance person in a Academy or college
- Time-served tradesperson
- Educated to GCSE or equivalent
- Formal Health & Safety Qualification
- First Aid Qualification

Job Specific Skills:

Essential:

- Good verbal and written communication skills
- Ability to work as part of a team
- Understanding of health and safety requirements of a large site
- Ability to prioritise and manage workload.
- Ability to work in an organised and methodical way and have sound organisational and coordination skills.
- Ability and experience of using a wide range of machinery
- Knowledge and understanding of operation and maintenance of heating plan and lighting systems

Preferred:

- Experience in decorating and minor repairs
- PAT Testing
- Understanding of academy policies and procedures
- ICT skills