

JOB TITLE:	Assistant Facilities Manager
REPORTS TO:	Facilities Manager
DEPARTMENT:	Dorothy Stringer School
SECTION:	Secondary School

Purpose of the Job

To work proactively under the direction of the Facilities Manager to provide an effective site managing service to the school, ensuring a high standard of cleanliness, maintenance and security to the school to ensure a clean and safe learning environment for the pupils. To deputise in the absence of the Facilities Manager

PRINCIPAL ACCOUNTABILITIES

- 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 perform risk assessments, and to liaise with other agencies in order to ensure Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- To inspect, oversee and establish maintenance schedules for 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 deputise in the absence of the Facilities Manager
- To ensure all meters are read and recorded appropriately as required, provide assistance with energy conservation procedures.
- To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.
- To ensure the school grounds are constantly in order and subordinates or contractors carry out the required duties appropriately, maintaining a safe and presentable environment for pupils, staff and visitors.
- To ensure heating and hot water supply plant operated in accordance with agreed policy instructions and carry out frost precaution procedures.
- To carry out activities relating to the upkeep and maintenance of the onsite swimming pool.
- 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 be responsible for the day-to-day operations and management of the site team.

Health and safety accountabilities

- To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.
- Diversity and inclusion accountabilities
- Understand the council's diversity and inclusion aims and strategies.
- Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.
- Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

Responsibilities

- Comply with and assist in the development of related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

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.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.