

JOB TITLE: Assistant Facilities Manager

DEPARTMENT: Facilities

SECTION: Secondary School

Qualifications, Experience and Knowledge

- NVQ Level 3 or equivalent comparable experience
- A good understanding of health & safety requirements and COSHH guidelines
- Working knowledge of building management systems
- Experience of working in building maintenance in the following areas: decorating, plumbing and carpentry and basic electrics (such as plugs, fuses & light bulbs)
- Experience of staff management
- Experience of organising or dealing with supervision of a range of maintenance and janitorial duties
- Experience of performing and monitoring Risk Assessments

Skills and Abilities

- Effective verbal communication skills
- Very good numeracy & literacy skills
- Proficient in Microsoft Office (Word/Excel/PowerPoint)
- Strong attention to detail and time management skills
- Strong organisational skills
- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work as part of a team
- The ability to undertake necessary tasks of an unpleasant nature

Health and safety knowledge

- Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
- Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.
- A commitment to student safety and safeguarding

Personal Qualities

- An excellent team player, genuinely committed to working in partnership with others.
- An excellent communicator to a variety of audiences with good interpersonal skills.
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Diversity and inclusion

- Demonstrate a genuine commitment to the council's values in relation to embracing diversity and provide a service based on fairness and inclusion.
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Other requirements

- Required to attend and successfully complete the 4 day Pool Plant operator course if appropriate
- Required to successfully complete a First Aid Course
- Ability to work flexible hours including weekends

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.