



## **JOB DESCRIPTION**

<b>Post Title:</b>	Facilities Assistant	<b>Grade:</b>	3.14
<b>Responsible to:</b> Facilities Manager / Business Manager / Headteachers			

**The Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.**

### **PURPOSE OF THE JOB**

The Facilities Assistant will provide an outstanding level of customer service and assist with the smooth running of facilities management and housekeeping across both schools at the King's Cross site and guarantee the highest possible standards of education to all pupils.

### **LIAISON AND CO-OPERATION**

---

The Facilities Manager will work in liaison, contact and co-operation with:

- other members of staff, including those from Frank Barnes School for Deaf Children;
- professionals from support and advisory services;
- organisations and networks in King's Cross, Camden and the wider community relevant to premises and estate management
- parents, governors and the local community.

### **POLICY AND LEGAL FRAMEWORK**

---

The teacher will work within the framework of:

- National legislation, including Health and Safety at Work Act 1974
- Academy policies and guidelines on facilities management; and to race and gender equality.

### **KEY RESPONSABILITIES**

---

<b>Facilities Management Assistant</b>	Undertaking a daily morning walk-around of the building and surrounding areas and checks all facilities / areas of the school (as per the daily facilities checklist). Actioning any requirement and reporting any issues to the Facilities Manager.
	Being the first point of contact for dealing with a wide range of facilities and housekeeping issues and actioning where possible.
	In the absence of the facilities manager liaising with cleaning contractors and day cleaners on a regular basis to ensure that the highest cleaning standards are maintained.
	Assisting maintenance contractors and Health & Safety service providers to facilitate repairs and maintenance.
	Completing general facilities and administrative tasks to include ad hoc projects.
	Being responsible for taking post and special deliveries to the Post Office on a daily basis (in liaison with Receptionists).
	Liaising with Receptionists to manage all incoming/outgoing deliveries, ensuring/arranging for these to be immediately removed from the Reception space and placed/unpacked in relevant storage areas.
	Distributing deliveries around the school as appropriate in a timely manner and notifying persons that goods have arrived.
	Moving furniture and equipment within the premises.
	Setting up and taking down furniture for school meals, assemblies, exams, meetings and lettings
	Acting as a back-up support for lettings and catering as and when required.
	Being a point of contact for visitors during letting events, enabling visitors' access to the premises and ensuring that premises are locked afterwards
	Assisting with traffic management of any vehicles arriving at or vacating the premises or requiring to remain on the premises for periods of time.
	Using the FBS school vehicle to make journeys to the bank, for collection of various supplies, and for emergency journeys from time to time.
	Being available for additional overtime.
<b>Maintenance and Security</b>	Assessing requirements for maintenance and minor improvement works and proposing these to the Facilities Manager.
	Receiving requests for minor works, liaising with colleagues over details and carrying out works in a timely manner with minimal disruption to children's learning.
	Removing internal and external graffiti from building and from fixtures fittings and furniture, as soon as practicable.

	Managing the day to day security of the site and taking reasonable precautions to minimize loss or damage.
	Responding to security alarm systems (including out of hours).
	Responding to emergency calls outside normal site opening hours
	Administrating access cards/fobs and assigning and re-assigning to staff. Ensuring this information is logged systematically.
	Summoning appropriate assistance in dealing with intruders and evicting people as necessary.
	Being responsible for safe and secure receipt of all deliveries into the school.
	Overseeing maintenance and any necessary repairs of schools' vehicle, and ensuring that MoT certificate(s), tax and insurance(s) are in place.
<b>Health and Safety &amp; Safeguarding</b>	Assisting with Health & Safety surveys associated with the premises.
	Logging all service/annual maintenance/Health & Safety inspections into the Health and Safety system.
	Assisting with the undertaking of weekly Health & Safety inspections, as per the Health & Safety checklist e.g. fire extinguisher checks.
	Supporting with completing risk assessments, reviewing and implementing new assessments.
	Supporting with testing Fire Alarms on a termly basis, organising fire evacuation drills and liaising with Authorities.
	Ensuring that fire exits remain free from obstruction at all times.
	Ensuring that snow and ice is cleared from entrances, playgrounds and playdecks.
	Supporting emergency evacuation procedures and managing emergencies.
Assisting with Health & Safety issues in the workplace, including (but not limited to) managing DSE workstation assessment programme, risk assessments, fire safety etc.	
<b>Well-being</b>	Managing the staffroom kitchen and ground floor (training room / kitchenette); ensuring they are kept clean and tidy on a continuing basis and fully stocked.
	Assisting with managing all supplies of milk, stationary (e.g. toners), catering, crockery, postal, laundry and miscellaneous supplies (to agreed specification and budget), ensuring stocks are replenished on a daily basis.
	Checking toilet soap, toilet paper, hand towels, paper towels, sanitary towels are sufficient.
	Maintaining the shower room; ensuring it is kept clean and tidy on a continuing basis and are fully stocked, including management of towels/laundry. Liaising with day cleaner where appropriate.
	Assisting with overseeing the performance of the cleaning service provided by others.

	Monitoring and checking the cleanliness of the toilets, urinals, wash hand basins during the school day to ensure that clean facilities are available for pupils, staff and visitors and replenishing facilities where required.
	Monitoring cleanliness of MUGA and Gas holder area and reporting defects to Estate Management.
	Collecting and cleaning of cups, loading and unloading dishwasher in the Staff Room.
	Carrying out emergency cleaning such as for body fluids and soiling as soon as practicable.
	Ad hoc cleaning of the building and external areas, including litter removal.
	Cleaning light fittings and fixtures, shades, diffusers and clock faces
	Maintaining plant rooms and storage areas in a clean and tidy condition
	Assisting with the management of the recycling programme. Organising responsible waste management and recycling of waste paper and other items.
	Ensuring that all staff are aware and implement the schools' energy conservation policy.
	Sweeping/washing of play areas, footpaths, roadways and car parks and emptying of external litterbins.
	Receiving requests for room layout and equipment requirements and making rooms ready for use; setting rooms back to usual use by the school afterwards.
<b>Estate Management</b>	Liaising with Estate Management services at King's Cross.
	Liaising with the Concierge in the Plimsoll building.
	Liaising with Estate Management to ensure the public realm is kept clean and tidy.
	Liaising with the Community Centre and external stakeholders as and when required.
<b>Note:</b> All Academy employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties and all staff are expected to set a good example to children through regular and punctual attendance.	



## PERSON SPECIFICATION

<b>Post Title:</b>	Facilities Assistant	<b>Grade:</b>	
<p>We are looking for somebody who has an excellent eye for detail and a passion for delivering excellence to ensure that the school environment is maintained to the very highest levels. This is an exceptionally busy environment, which will require a calm, confident and professional manner. Excellent communication skills as a pre-requisite as the individual will be dealing with people at all levels. As with any facilities role, the individual will need to be able to 'think on their feet', with the ability to multi-task.</p> <p>A flexible, resourceful and 'hands-on' approach is required. The role is not predominantly desk based; there is an expectation for the candidate to be 'walking the floor', checking the environment and actioning where necessary.</p>			

You must demonstrate on your application form and during the selection process that you meet the following essential criteria:-

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	Level 2 qualifications.	
	Applicants will have undertaken some training in the areas of Health and Safety, Building Maintenance and Repair, Cleaning /Premises	National Examination Board in Occupational Safety and Health (NEBOSH) training undertaken
	To be committed to learning high level British Sign Language (BSL) skills and to be qualified to BSL Level 2 within two years.	To be able to communicate to pupils, staff and school community in BSL.
	The Facilities Assistant is required to hold a driving license.	
	Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.	
<b>Experience</b>	One year's relevant experience of facilities management in a school.	
<b>Skills and Behaviours</b>	Good use of Microsoft Office: Outlook, Word and Excel.	Some knowledge of Health and Safety good practice.
	Numeracy and literacy skills.	
	Ability to respond positively to changes in priority.	
	Ability to respond to situations as they arise.	
	Ability to demonstrate integrity.	
	Ability to meet deadlines.	
	Ability to make judgements, use initiative and be able to prioritise.	
	To have good deaf awareness and understanding of the professional needs of deaf and hearing colleagues.	

	Ability and willingness to undertake minor repairs efficiently and to a high standard with the use of manual and/or power tools and proprietary fittings and components.	
	Ability to establish excellent working relationships with all staff, contractors and visitors.	
	Working knowledge of building maintenance and repairs.	Experience of using a Building Management Systems (BMS).
	To take pride in the job and be proactive in keeping the premises up to standards reasonably expected.	
	Ability to take personal responsibility for all equipment in own area.	
	Working knowledge of regulations affecting premises management and completion of minor works.	
<b>Commitment</b>	Commitment to the highest standards of professionalism.	
	Safeguarding and promoting the welfare of all children and young people.	
	Equal opportunities and to assisting the school in enabling all its learners to fulfil their potential.	
	Flexibility will be required for lunch breaks to accommodate busy periods.	
	Flexibility will be required in relation to start and finish time during busy periods.	
	Commitment to school policies and practices.	
	Cover for the Facilities Department will be required at all times, and the individual will need to show flexibility when taking holiday to ensure adequate cover is provided in the school.	
	Commitment to working in an open, consultative manner.	
	A healthy lifestyle to support regular attendance.schools'	
	Commitment to Health and Safety in the work place and how to implement it.	
Commitment to following the schools' bilingual ethos and be willing to implement the language and communication policy.		

	Commitment to promoting positive attitudes towards deaf children and staff.	
	Commitment to the schools' Mission, Vision and priorities.	
	To carry out any other tasks linked to the post as directed by the Headteachers.	

**Love Learning Together**