

## Facilities Officer/ Caretaking JOB DESCRIPTION

**Job Title:** Facilities Officer

**Grade:** 5A £25,260 8am -10.30am 2pm to 6.30pm (some adjustment may be necessary) 35 hrs plus other key holding duties for evening meetings and lettings.

**Responsible to:** Head Teacher and School Business Manager

**Line Manager:** School Business Manager

### **Purpose of Job:**

- To ensure that the site and grounds are maintained at all times in a safe, clean and comfortable state to create a positive experience for pupils, staff, and visitors and other users of the site facilities.
- To ensure the functionality efficiency of the built environment to create a positive experience for pupils, staff, and visitors to the school.
- Key holding duties for out of hours use, including weekends and school holidays.

### **Principal Responsibilities:**

- Act as point of contact for enquiries and complaints about facilities, providing information and resolution or referring more complicated issues to ensure all facilities enquiries are responded to in a timely manner.
- Maintain the security of a defined site and its contents, including the operation of alarm systems, key-holding, and opening and closing at the end of each day at the required by the Headteacher, in accordance with well-defined processes and local requirements. Key holding duties for out of hours use, including weekends.
- To ensure the lighting and heating of premises are functioning appropriately and efficiently.
- To oversee the cleaning of the whole school building **including cleaning designated areas** and completing daily checklists
- To ensure all responsibilities result in the maximum value for money
- Conduct straightforward and routine inspections of building facilities within the site in accordance with a defined schedule, recording the condition and establishing necessary repairs, so more senior officers can make informed decisions on future required work to the facility. Complex issues identified will be escalated for assessment.
- Organise scheduled maintenance and agreed responsive repairs work as directed, so that remedial works can be undertaken efficiently. This will include communicating with external contractors to schedule works and clarify maintenance and repair requirements.
- Supervise operational maintenance and cleaning work to ensure that premises provide a clean and safe environment for all users.
- Ensure that equipment, such as cleaning equipment and maintenance tools, are regularly maintained and in good working order so site maintenance can be upheld at all times.
- Respond to accidents and incidents ensuring that the situation is contained and escalated to senior staff where appropriate, ensuring health and safety and risk assessment processes are followed and accurate records maintained.

- Maintain and update site reports and logs so checks, maintenance work and damage is appropriately recorded in line with site and Council policies
- All of the above points should be carried out in accordance with the specifications of the Head Teacher and the Governing Body.

## **Main Duties**

### **Security:**

- Responsibility as first key holder for the site and undertake associated call out duties on a **24 hour** basis.
- Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.
- Monitor on-site traffic reporting any issues as necessary to school management.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Head Teacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Carry out daily perimeter checks and playground inspections for any hazards and establish and maintain records of these for evidence.

### **Health and Safety:**

- To be responsible for H&S at the school, under the direction of the SBM and to attend appropriate 'Health and Safety' training courses when requested
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways
- When on site ensure that areas involved with "sickness" are cleaned immediately and disinfected within a reasonable time scale, and ensure that the area is deep cleaned.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Head Teacher or School business manager as quickly as possible.
- Create and maintain a COSHH assessment file, and when purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
- To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary
- To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary
- To check water temperatures and make records on a weekly basis ensuring that all legionella assessments are up-to-date
- To test and record fire alarm systems and emergency lighting on a weekly basis.
- To be responsible for the production of the school's Fire Evacuation Plan and managing the termly fire drills
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To identify and carry out first line repairs and maintenance where requested.
- To carry out snow clearing and gritting to ensure essential pathways are safe to use
- To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.
- To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks
- To maintain Risk Assessments and ensure they are kept up-to-date, making certain that all staff have signed to say they have seen, read and understood said Risk Assessments as required.

### **Assessments:**

- Acting on reports issued from external contractors, the Facilities Officer would prioritise areas within the site that had been identified for works.
- To carry out a risk assessment of the building(s) and grounds on a weekly basis, identifying areas that could potentially cause a risk or accident and establishing a record of these checks and the resolution of any problems.
- To draw to the attention of the Head Teacher/School Business Manager any repairs or maintenance work required at the site needing external contractors.

#### **Personal Responsibilities:**

- **Clean designated area and undertake emergency cleaning of all areas as necessary, including the disinfection of designated toilets where applicable**
- The maintenance and cleaning of all specified floors as appropriate, including application of floor seals where not covered by contract cleaning specifications
- As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all old florescent light tubes.
- Manage supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc) to enable the school to function smoothly
- Ensuring that the premises / site is available for out of school activities on evenings and at weekends, including the setting up of equipment and / or furniture as required and securing the premises after use
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage
- Liaise and maintain relationships with outside agencies, including contractors, keeping records of all meetings and telephone calls
- Exercising judgement in assessing and carrying out minor repairs
- **Work along side and co-ordinate with cleaning staff during the school holidays to undertake 'deep' cleaning of site, for example the cleaning of all inside windows, shampooing carpets, cleaning walls and paint work.**

#### **Heating Systems**

- Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
- Taking readings of electricity, gas and water meters on a weekly basis, reporting exceptional variances to the School Business Manager.

#### **Other Duties**

- Portorage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage, always taking into consideration health & safety factors when moving heavy or awkward items
- **Carrying out deep cleaning as part of the cleaning team as required by the SBM/Headteacher**
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
- Report to Line Manager any malicious vandalism.

#### **Grounds Maintenance**

- To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required. Snow clearing and gritting of all essential paths as required.
- Regular cleaning and emptying of debris from gutters to ensure water drains freely at all times
- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Head Teacher /School Business Manager as appropriate.
- To follow the maintenance programme for all outside areas and equipment, keeping records of when these maintenance procedures are carried out to enable a timetable of work to be developed
- To assist the School Business Manager in keeping the Asset Management Register up-to-date.

#### **Prioritising and planning**

- Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.
- Regularly reviewing work undertaken by attending Premises meetings with the Governors.
- Undertaking other reasonable tasks as required by the Head Teacher.

**The Post holder must promote and safeguard the welfare of the children and young people that come into contact with.**

**The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the School.**

**The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of School records and information.**

**The Post holder must carry out their duties with full regard to the School's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other relevant Policies.**

**The Post holder must comply with the School's Health and safety rules and regulations and with Health and Safety legislation.**