

Job title:	Facilities Officer	Contract Type:	Permanent, full time
Responsible To:	Facilities Manager, Headteacher	Grade & Spine Point:	Scale 5, Points 12-15
Location:	Royal Greenwich Trust School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective; our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

The role of Facilities Officer is to provide operational support to upkeep the compliance and maintenance of the school buildings in line with the Trust's Policy's.

The post holder will be responsible for the following areas:

Reactive Maintenance & Portage

- Utilise the Trusts CAFM system to monitor helpdesk tickets, responding to request for support in a timely manner.
- Lead on Portage including set up of all scheduled room layouts, equipment and the setting up of AV facilities and mobile displays.
- Monitoring the car park at specified intervals, ensuring that only authorised users (from the list provided by the school) are parked and advising the Head Teacher of any unauthorised presence. Ensuring that gates and entrances are kept clear, supervising car parking during Additional School Periods when required.
- Opening and locking up for evening events, weekends and during School holidays, additional school periods and participating in the emergency call out rota.
- Providing janitorial duties, including ensuring sufficient consumables, materials and equipment are available to support the delivery of Services, in particular cleaning.
- Support Lettings needs liaising with the Trusts Lettings Provider ensuring the building is ready for lettings
- Carry out regular/scheduled maintenance checks.

- Carry out minor repairs/replacements as required to include painting, changing locks and lights, unblocking toilets, sinks and gutters, minor plumbing and heating repairs, repairing floors and furniture, replacing whiteboards, removing graffiti, dealing with damage caused by vandalism etc.
- Keeping premises, grounds and car park tidy, swept and free of leaf and litter accumulation and ensure hard surfaces are free from weeds, including providing an emergency ad hoc response in the event of adverse weather conditions to undertake snow clearance and gritting. Keeping external rubbish bins emptied
- Take electricity and gas readings, utility meters, adjusting heating system settings.
- Removal of and/or covering up of graffiti and co-ordinating response from Subcontractors when necessary.
- Report faulty equipment, note defects outside his/her competence and place order for repair through the school's maintenance procedures.
- Remove hazards.
- Ensuring playgrounds and corridors clear during the day.
- Making sure all emergency cleaning of spillages including food, drink, sickness, spent extinguishers, flooding etc and pest control are carried out
- Making sure all paths and removing snow from main entrances, steps, paths and school grounds.
- Portering duties such as moving furniture/equipment/goods around the site. Moving heavy goods in line with appropriate training standards.
- Making sure all sports equipment's in the playing fields are set up as required
- Ensure the premises team receive incoming goods: check for compliance with delivery notes and give appropriate discharge to carrier.

Security

- Act as a registered keyholder for the school premises, open and close the school as required
- Complete weekly fire alarm tests and assisting with the organisation of fire drills.
- Providing the agreed response to emergency alarm activations and to fulfil the duties as required in the School's fire emergency plan.
- Inspect fire doors and check fire alarms and extinguishers and recommend security improvements as appropriate
- Ensure entrances, exits and internal doors and windows are secured and manage any breaches.
- Check the physical security of the school buildings, grounds, car parks and outbuildings as required.
- Prevent unauthorised/unsafe parking on the school site.
- Report breaches of security.

Health & Safety

- Ensure H&S issues, accidents and injuries are reported to the appropriate person and recorded.
- Ensure compliance with Construction Design Management (CDM) ensuring contractors have provided RAM's and Construction Phase plans as necessary and permits to work; hot works permits are recorded as necessary.
- Assist with Arranging repairs utilizing the in-house Facilities Team or external contractors as necessary.
- To ensure that the delivery of Services complies with the Policies and Procedures of the University Schools Trust and the School.
- Ensure adherence to the Trust's Safeguarding Policy.

Additional Requirements

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile, but which is in line with the general level of scope, grade, and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)

- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

Behaviour, Attitude and Team Work

- Be flexible in working hours and available for operational support as required.
- Demonstrate a proactive "can do" attitude.
- Partake in the Trust's annual appraisal process.
- On an ongoing basis, review how the role fits into the site operations, in line with the changing demands of the UST.
- Maintain good working relationships with the Headteachers and key staff at each school.
- Be part of a cohesive working team to provide a high level of service to all schools.
- Receive and act on calls from the CAFM system and Facilities Managers.
- Liaise, assist and work with all UST departments, UST's other service providers including security and cleaning and visitors to UST premises as required to deliver a first-class service.
- Make recommendations to the Facilities Managers and relevant Trust staff on matters that will improve the productivity, costs, quality etc. of all work for which the postholder has a responsibility.

Training

- Undertake training as required to be effective in carrying out all duties and attend staff meetings as necessary.

Person Specification - Facilities Officer

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Two Years Experience working within FM 	✓	
Mandatory Training Courses <ul style="list-style-type: none"> Asbestos Awareness COSHH Safety Electrical Management Fire Awareness/Fire Warden Fire Safety Responsible Person Health and Safety Awareness Legionella Awareness Managing Contractors Manual Handling Awareness Premises Health and Safety Management System PUWER Assessment Risk Assessment for Premises Statutory Compliance Awareness Working at Height Awareness 	✓	
<ul style="list-style-type: none"> IWFM/BIFM qualification or working towards 		✓
<ul style="list-style-type: none"> Health and Safety Training - IOSH Desirable 	✓	
<ul style="list-style-type: none"> GCSE passes in Maths and English or recognised equivalent. 	✓	
<ul style="list-style-type: none"> Electrical Apprenticeship - gained within the building maintenance industry 		✓
<ul style="list-style-type: none"> City and Guilds Level 1 (Building Craft Operations) 		✓
<ul style="list-style-type: none"> Relevant First Aid Qualification 		✓
<ul style="list-style-type: none"> Manual Handling Regulations 	✓	

Key Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> Strong commitment to providing a high-quality service 	✓	
<ul style="list-style-type: none"> Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels 	✓	
<ul style="list-style-type: none"> Demonstrates resilience, self-motivation, an ability to make effective decisions, use sound judgment, work under pressure and meet deadlines 	✓	
<ul style="list-style-type: none"> Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies) 	✓	
<ul style="list-style-type: none"> Excellent team player with a 'can-do' attitude and ability to prioritise tasks 	✓	
<ul style="list-style-type: none"> Ability to use computer control systems and standard MS Office packages 	✓	
Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of building maintenance ideally within an educational setting 	✓	
<ul style="list-style-type: none"> Experience of caretaking/building trade/handyman/cleaning 	✓	

• Experience with similar maintenance duties including fault diagnosis and temporary rectification.		✓
• Experience in computer PPM management systems		✓
• Experience in opening & closing buildings setting alarms	✓	

Personal Attributes	Essential	Desirable
• Commitment to the aims of the schools working together as a Trust	✓	
• Self-motivated with drive, initiative and high degree of pro-activity	✓	
• Sense of humor and equable temperament	✓	
• Commitment to working as a positive and constructive team member	✓	
• Commitment to Equal Opportunities	✓	
• Confidentiality and diplomacy	✓	
• Strategic and analytical thinking	✓	
• Organisation wide holistic approach	✓	