

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>SCHOOL:</b>	Highlands Primary School	<b>GRADE:</b> 4
<b>JOB TITLE:</b>	Site Facilities Officer	<b>DATE PREPARED:</b> 18/04/2018
<b>EVALUATION DATE:</b>	24 <sup>th</sup> April 2018	<b>JE NUMBER:</b> HET21

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

### PURPOSE:

To provide supervisory site management coordinating the operational, safety, security aspects required to ensure the school is fit for receiving staff and pupils. Effectively conducting operational procedures and systems checks in accordance with established schedules, recording and monitoring results to ensure compliance with mandatory requirements. Provide effective communication to the Headteacher/SLT as appropriate, by reporting incidents, accidents and any other issues. To provide reports regarding any issues encountered whilst on shift including security, safety or poor performance from contractors or cleaners.

### PRINCIPAL ACCOUNTABILITIES:

*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of children and young people.
2.	Escalate, record and inform line management of any serious incidents.
3.	To be responsible for the operational health and safety policies, procedures and tasks, including evacuation procedures, accident reporting; adherence to risk assessments and associated control measures. Oversees the delivery of any activity/events ensuring the safety of the public, staff and other users of the facility.
4.	Support and contribute to the review and updating of risk assessments, COSHH Assessments and monthly reports (Health and Safety). Carry out responsibilities allocated through the Headteacher.
5.	Provide Health & Safety Reports to Governing body termly.
6.	To be responsible for the safe set up of activities ensuring equipment is assembled and dismantled safely; and activities/events are run in a safe and timely manner.
7.	To ensure that the site is maintained in a clean and tidy manner at all times, and property maintenance issues are reported through the correct channels promptly.
8.	Recording and reporting daily, weekly, monthly and annual checks in line with national legislation and local policies.
9.	To ensure electrical equipment is tested annually to ensure all are in a good condition for use in school.
10.	Respond to the needs and requirements of teaching staff to maintain facility operations.
11.	To undertake routine porter duties, i.e. moving furniture.
12.	Monitors, operates and organises the service and maintenance of site services, e.g. heating, water, electricity, gates, fire and intruder alarms.
13.	Undertakes emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
14.	To ensure that the site and premises are physically secured on completion of school-related activities.
15.	To set alarms and security devices.

16.	To respond to call outs and undertake the necessary activities to ensure the site is safe and secure.
17.	To undertake routine grounds maintenance.
18.	Monitor the provision of external contractor services and intervene over areas of concern to ensure compliance.
19.	To line manage cleaning staff to ensure that school policies are complied with and objectives and deadlines are achieved and appropriate conditions of service are adhered to.
20.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

Responsible for the line management of cleaning staff

**2. Responsibility for Customers/Clients:**

Responsible for ensuring contractors on site, work to appropriate safety standards and are signed in accordingly.

**3. Responsibility for Budgets:**

None

**4. Responsibility for Physical Resources:**

Site security.

Fixed and portable equipment.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within Service Area/Section:**

Maintain collaborative working relationships with all school staff, in particular cleaning staff.

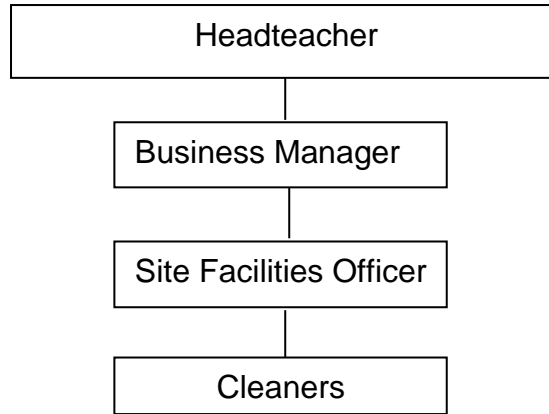
**2. With Any Other School Areas**

Maintain collaborative working relationships with Local Authority staff/NPS

**3. With External Bodies to the School**

Maintain good working relationships local companies and suppliers.

**ORGANISATION CHART:**



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			x				The postholder is required to sweep/clean externally; remove snow & grit surfaces; assemble/dismantle equipment and prepare areas for activity. High volume of manual handling and some working at height.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			x				The postholder will be required to visit/inspect plant and equipment on a regular basis. Dealing with hazardous chemicals, within noisy, enclosed spaces such as plant room and other out buildings.
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		x					

## PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

\*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation

	Essential	Desirable	How identified
<b>1. Qualifications:</b>			
IOSH Managing Safely		X	AF/CQ
Basic Health & Safety Certificate		X	AF/CQ
Qualified Tradesperson		X	AF/CQ
First Aid at Work		X	AF/CQ
<b>2. Relevant Experience:</b>			
Working in a facility supervisory role or similar	X		AF
Managing health and safety policies and procedures	X		AF
Experience of undertaking risk assessments		X	
Experience of testing electrical equipment		X	
Site management experience		X	AF
<b>3. Skills (including thinking challenge/mental demands):</b>			
Motivation to work with children and young people.	X		I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		I
Ability to work on own initiative.	X		I
Able to carry out basic repairs and maintenance.	X		AF/I
Lifting and manual handling skills	X		AF/I
Ability to climb ladders and safely work at heights.	X		AF/I
Managing time effectively.	X		I
Ability to report works and follow up until completion.	X		AF/I
Prepared to take a hands-on approach.	X		AF/I
Basic ICT skills	X		
Analytical and problem-solving skills.		X	I
<b>4. Knowledge:</b>			
A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	X		I
Sound knowledge of health and safety practices.	X		I
Knowledge of contractor obligations for H&S and completion of works		X	
Understanding of building fabric, systems, usage and related operational and security issues		X	
Knowledge of basic plant/electrical operations.		X	I

<b>5.</b>	<b>Interpersonal/Communication Skills:</b>		
	<b>Verbal Skills</b>		
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	X	I
	Ability to communicate effectively with school staff with regards to operational issues.	X	I
	Work constructively as part of a team	X	
	Able to deal with contractors and specialist skilled workers, with the ability to challenge as necessary	X	I
	<b>Written Skills</b>		
	Ability to prepare incident and accident reports.	X	I
	Computer literate and able to create reports for governors.	X	I
	Ability to draft and amend risk assessments.		X I
<b>6.</b>	<b>Other:</b>		
	Able to be flexible with working patterns when required.	X	I

**The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.**

<b>7.</b>	<b>Additional Requirements:</b>		
	None		
<b>8.</b>	<b>Disclosure of Criminal Record:</b>		
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X	AF (after short listing)