

MURRAY PARK SCHOOL

JOB DESCRIPTION

POST TITLE:	Assistant Facilities & Lettings Manager
SALARY SCALE:	NJC Scale pt7-14 £20,092 - £23,080
HOURS:	37 Hours per week, Full Time (working pattern to be agreed but will include weekend working)
RESPONSIBLE TO:	Facilities Manager
RESPONSIBLE FOR:	Site staff (currently 3 Caretakers, Cleaners) in the absence of the Facilities Manager
FRAME WORK:	To work within the framework of the NJC pay and conditions (holiday entitlement 22 days plus 8 statutory days holiday, 2 extra statutory days holiday and 2 concessionary days), current legislation and the policies of the school.

Supporting the Facilities Manager in providing effective site maintenance and Health & Safety processes whilst ensuring the security and appearance of the buildings and surrounding areas are maintained in accordance with the required standards and to ensure the efficient and effective co-ordination of school's lettings.

DUTIES AND RESPONSIBILITIES TO INCLUDE:

Support the Facilities Manager in the Management of Staff and Resources

- To support with line management (including recruitment), offer leadership, management and support to site staff, maintain records of timesheets, attendance records etc., undertake performance management reviews and implement regular quality audits to ensure high level of service. To monitor and organise training as appropriate.
- To support the caretaking and cleaning of the premises, including the portorage of furniture, equipment and supplies.
- To maintain computerised records of internal and external maintenance schedules.
- To support the Facilities Manager in planning & scheduling annual repairs and maintenance, within an agreed budget and considering recommendations from the condition survey, to ensure the smooth running of the school by prioritising day-to-day maintenance and to assist in the completion of returns to the LA and others related to site and premises.
- To order goods and services as required within an agreed budget and financial regulations.
- To support the Facilities Manager in negotiations with contractors and obtain quotes and tenders as appropriate, for maintenance, service and repair work and to manage and oversee contractors working on site both in term and holiday periods. Ensuring the contractors are made aware of the contents within the current asbestos register and to sign the appropriate paperwork and work within the Construction, Design and Management (CDM) regulations.
- To be available, on occasions, for opening/closing the premises outside of normal working hours and also to cover absent Caretakers.
- To support the Facilities Manager in Health & Safety matters in respect of Facilities Staff and Site Premises as the Health & Safety Officer. To assist the Facilities Manager along with the Headteacher and Health & Safety Governor to carry out safety checks as required by legislation and other relevant school procedures. To maintain an appropriate set of records to demonstrate the required safety checks have been undertaken such as risk assessments, accident and investigation reports. Check the premises routinely and make safe any potentially dangerous situations and report according.

Site Security and Safety

- To support the team ensuring the security of the premises and its contents; attend to the intruder alarm in the event of a security breach and ensure the correct operation of both the alarm and CCTV systems.
- To be available to attend in cases of emergency outside the working week, e.g. intruder alarms, fire and flood in line with procedures for emergencies.
- To support with ensuring all site-services tools, machinery and equipment are maintained in accordance with the manufacturers' instructions and school requirements.
- To undertake a wide variety of work in relation to minor repairs and maintenance and to make safe any damage to the premises.
- To use initiative to be pro-active by creating or controlling a situation rather than just responding to it after it has happened.
- To ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (salting/de-icing of hard surface areas and moving of snow to ensure safe access).
- To support the review and implementation of health & safety policies and procedures. To ensure health & safety of themselves and others, safeguarding and health & safety of all persons under their control and guidance in accordance with the provision of Health & Safety legislation.
- To record and monitor the work of contractors on site in line with CDM regulations.
- To support the Facilities Manager in carrying out all premises compliance checks (asbestos, legionella, local exhaust fumes, gas soundness checks, pat testing etc.). To ensure all document is current and confirms to legal standards.
- To support in ensuring the school minibus is serviced, clean and in safe working order.

Plant & Equipment

- To attend to the heating and lighting of the premises and maintain required temperatures.
- To support in ensuring the boiler plant equipment is cleaned and maintained in accordance with the specification and report faults.
- To support in ensuring safe practices of other site staff when using school's plant & equipment.

Janitorial and Cleaning provision

- To support routine maintenance tasks such as minor repairs and redecoration and any other such tasks agreed to be part of the school's maintenance programme.
- To ensure the school is cleaned to a high standard; maintain floor surfaces in accordance with the school requirements; remove graffiti from internal and external surfaces; ensure cleanliness of kitchen equipment (extractors/grease filters).
- To ensure all exterior hard surfaces are kept clean and in a tidy condition, including emptying litter bins, cleaning of drains, gulleys and gutters as required.
- To carry out portorage duties as and when required.

Lettings

- To act as the main point of contact for bookings, prepare letting agreements and venue hire agreements.
- Ensure all correct documentation has been completed and received prior to the booking commencing.
- To manage the lettings system and liaising closely with the PE department, Facilities Manager and SLT.
- To promote school's sports/lettings facilities and identify key lettings to maximise income potential.
- Liaise with Finance Department on a monthly basis to raise letting invoices.
- To contribute to the safe operation and the correct and authorised use of the facilities, ensuring that user groups are correctly supervised; and, where appropriately qualified, to instruct on specific activities.

- Schedule and carry out weekly, monthly & annual maintenance checks on the facilities and report any defects or concerns to the Facilities Manager.
- Be on site during bookings and unlock the premises in advance of the lettings to allow for visitors to access the facility in a timely fashion.
- To assist in the programming of activities, liaising with staff on the use of equipment and facilities on the organisation of bookings.
- To provide a reception role, keeping a log of visitors into and out of the building to ensure compliance with Fire Safety.
- To be the central point of contact for visitors using the facility, to address their needs and resolve issues as they arise.
- Supervise the vacation of the premises at the end of the hire period, ensuring all lights are switched off, all doors and windows are closed and making sure that facility is protected by the alarm systems.
- To undertake appropriate training as directed.

General

- To keep up to date with new technology and developments within the areas of the post-holders responsibility.
- To understand and comply with the school's policies.

To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

This job description is not a comprehensive definition of the post. Duties may be varied from time to time which will not change the general character of the job or the level of responsibility.