

Job Outline

Assistant Facilities Manager

Responsible to: Facilities Manager

Salary Grade: LGS Scale 5

Full Time: 37 hours per week, 52 weeks per year on a shift basis. Hours may be variable to suit the needs of the job and include a split shift, AM and PM working pattern.

The Colne Community School and College is an expanding school with a dedicated site team. We are looking to recruit an aspirational Assistant Facilities Manager who has the necessary skills and organisational abilities to help maintain the school grounds.

Job Purpose

To assist the Facilities Manager with the day-to-day maintenance of the school and carry out a range of duties including security and supervision of the site, cleaning, portage and to deputise for the Facilities Manager when required.

Duties of the Post

Site Management and Development

- Carry out preventive maintenance and first line repairs as instructed
- Undertake painting and decorating tasks in line with the maintenance programme established by the Facilities Manager.
- Monitor the standards of cleanliness of the premises and furnishings.
- Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensure that all facilities and equipment are in a safe working condition and arrange for repair as appropriate.
- Carry out routine procedures and checks on ancillary equipment.
- Ensure the prompt movement of all goods and equipment to the appropriate areas.
- Complete statutory checks across the school site as supervised by the Facilities Manager.
- Assist with the statutory maintenance programme, including escorting all external contractors around site and being a direct point of liaison.
- Be responsible for undertaking in-house remedial work to reduce overheads (to include glazing, decorating, carpentry & minor electrical works).

Security

- Unlock and lock windows, gates and doors around the site at the required times.
- Ensure the alarm system is set each night.
- Patrol the exterior of the school premises to ensure that fences and gates are secure and repair damage as required.
- Check the functioning of fire bells and assist with fire drills.
- Respond to alarm calls outside of normal working hours.
- Be a direct liaison with the alarm company and take responsibility for reporting any adjustments to the Facilities Manager.

Finance

- To support the Facilities Manager in raising and placing orders via the School finance package in line with the Trust's financial policies and regulations.

Cleaning

- To support the cleaning staff and any cleaning contractors - including quality assurance checks and procurement of products.

Health and Safety and Risk Management

- Ensure duties are carried out in accordance with school based policies and health and safety procedures.
- Take responsibility whilst walking the site to rectify, report and manage any risks.
- As above, be responsible and a direct liaison for all statutory checks within the Facilities team and support others in achieving these targets.
- To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace.

Lettings, School Events and Income Generation

- Oversee hire of the school premises on a lettings basis as requested and assist in ensuring requirements of the hirer are met.
- Ensure facilities are available as necessary for all after school events.
- Ensure that the school is returned to normal following any out of school events or activities.

General

- To carry out any other reasonable tasks as may be required by the school.
- To adopt a flexible attitude to the working hours to cover other site staff absences and during school closure periods.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.