

## St Cuthbert's Primary Academies

### JOB DESCRIPTION and PERSON SPECIFICATION

**NOTE: this JD must be issued with Appendix 1 Mini-Bus Driver JD (September 2022)**

<b>SECTION:</b>	Site Facilities	<b>GRADE: 5/6 (grade dependent upon training and experience in site facilities)</b>
<b>JOB TITLE:</b>	Site Facility Officer <b>(with mini-bus driving)</b>	<b>DATE EVALUATED:</b> September 2022

**DIGNITY AT WORK:** To show, always, a personal commitment to treating all stakeholders 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 Equal Opportunities in Employment Policy adopted by the school.

#### **PURPOSE:**

**SITE:** Ensures the safe and secure custody of the site (opening up and locking up of the site and identifying any unauthorised persons on site), leading with the coordination of the operational, safety, security aspects required to ensure the school is fit for receiving staff and pupils. Undertakes general maintenance and routine repairs and refurbishment of equipment, school resources and premises. Monitors the effective provision of facilities and utilities and organises all periodic maintenance service & inspections.

**MINI-BUS:** To work as part of the Facilities team and to be the minibus driver for the school's home/school transport provision, including routine safety checks on the vehicle and at appropriate intervals taking to the garage as directed for maintenance.

#### **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.	Responsible for the Health and Safety of the premises and staff, including carrying out safety checks, risk assessments COSHH, RIDDOR First Aid at work and Fire Risk Management.
2.	Opens buildings to ensure access prior to the commencement of the school day and for community activities and special events and properly secures the buildings at the end of each day/event.
3.	Escalates and informs line management of any serious incidents, including any required actions.
4.	Supports with the safe set up of activities ensuring equipment is assembled and dismantled safely (sports equipment etc.), and activities/events are run in a safe and timely manner.
5.	Leads on the routine testing of intruder alarms, fire alarms, other security and safety devices and completes and records routine readings and tests.

6	Undertakes routine and emergency cleaning duties (internal and external) to ensure that the site is always maintained in a clean and tidy manner, to include routine grounds duties, such as clearing of leaves and assisting grounds staff, to make safe areas being attended to.
7.	To monitor the quality of cleaning undertaken by the cleaning team and work closely with the cleaning supervisors regarding standards of cleaning throughout the school. If the cleaners are not employed by the school, to report any concerns around standard or other to the Head of School.
8.	Undertakes porter duties, basic maintenance, minor refurbishment and repair to maintain and improve the fabric of the building and site services.
9.	Responds to the needs and requirements of teaching staff through a logging system to maintain facility operations, passing on issues that cannot be dealt with to the Head of School.
10	Leads on the monitoring and operating of the site services, e.g., heating, water, electricity, gates, fire and intruder alarms and records routine meter readings.
12	Ensures maintenance is up to an acceptable standard taking into account health and safety issues (e.g. decorating, lock suiting, window security and other building maintenance).
13	Orders caretaking and cleaning materials once approval has been sought.
14	Oversees community use and ensuring staff are in place to support.
15	Responds to call-outs and undertakes necessary activities to ensure site safety and security.
16	Under the general direction of Trust Facilities Manager takes some responsibilities and participates in any inspections to comply with health and safety and/or other legislation.
17	Monitors asbestos records on site and where applicable informs contractors to ensure the contractors sign the asbestos documentation.
18	Maintains all site logs and appropriate records and actions in accordance with procedures and legislative requirements.
19	Chaperones external contractor provision on site and highlights any areas of concerns or non-compliance to the Trust Site Manager.
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.
<p><b>GENERAL:</b>  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 Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.</p>	

**DIMENSIONS:****All sections should be completed – if there aren't any state 'none'****1. Responsibility for Staff:**

Line manages cleaning staff (if employed by the school) and where applicable a trainee/apprentice site facility assistant.

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

Responsible for site users as expressed in this document. Responsible for ensuring contractors on site, work to appropriate safety standards and are signed in accordingly.

**3. Responsibility for Budgets:**

None. Impacts of site and cleaning facilities budget by efficient use.

**4. Responsibility for Physical Resources:**

Site security, buildings, fixed and portable equipment and tools, utilities and services.

**WORKING RELATIONSHIPS:****All sections should be completed – if there aren't any state 'none'****1. Within Service Area/Section:**

Cleaning staff (if employed by the school) and where applicable a trainee/apprentice site facility assistant. Maintains collaborative working relationships with all school staff and all site users.

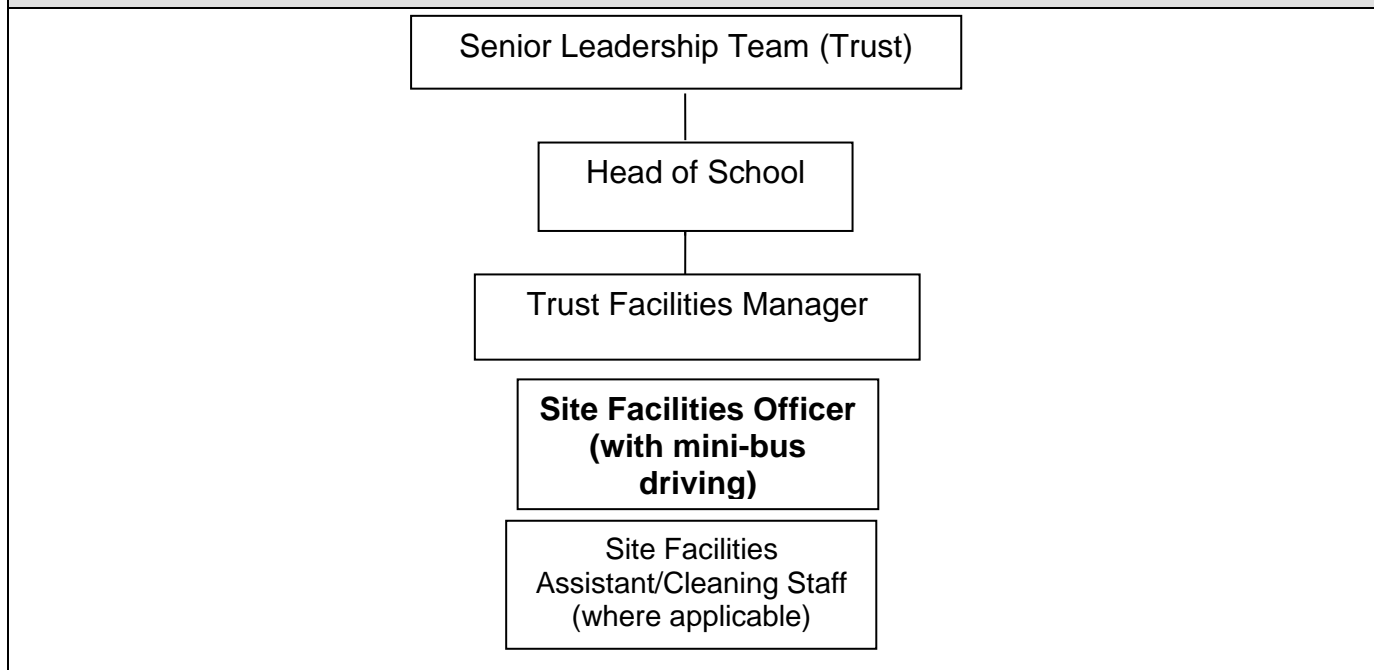
**2. With Any Other School Areas**

Maintain collaborative working relationships across the Trust (may be asked to work at another school within the Trust)

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

Maintain professional and good working relationships with parents, private premises providers/contractors, police, community user groups and other public services.

**ST CUTHBERT'S ORGANISATION CHART:**



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<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				
<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				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		X					

<b>PERSON SPECIFICATION</b>		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p><b>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.</b></p> <p><i>*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</i></p>				
<b>1.</b>	<b>Qualifications:</b>			
	IOSH Managing Safety at Work	X		AF/CQ
	Basic Health & Safety Certificate	X		AF/CQ
	Qualified Tradesperson		X	AF/CQ
	Safeguarding Level 1	X		
	First Aid at Work	X		AF/CQ
	Good level of education	X		AF/I
<b>2.</b>	<b>Relevant Experience:</b>			
	Working in a site facility/caretaking role or similar	X		AF
	Managing health and safety policies and procedures	X		AF
	Site management experience	X		AF
<b>3.</b>	<b>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
	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
	Analytical and problem-solving skills.		X	I
<b>4.</b>	<b>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 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, line management and site team.	X		I
	Ability to respond in a polite and helpful manner to all site users.	X		I
	Able to deal with contractors and specialist skilled workers	X		I
	Must maintain confidentiality	X		I/R
	<b>Written Skills</b>			
	Ability to prepare incident and accident reports.	X		I
	Computer literate and able to create short reports.	X		I
	Ability to draft and amend risk assessments.	X		I

<b>PERSON SPECIFICATION</b>		<b>Tick relevant column</b>		<b>List code/s*</b>
<p>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.</p> <p>*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</p>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
		<b>6.</b>	<b>Other:</b>	
	Must be able to maintain confidentiality.	X		

<b>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>				
<b>7.</b>	<b>Additional Requirements:</b>			
	None		N/A	
<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)

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