

St Mary's College

JOB DESCRIPTION and PERSON SPECIFICATION

SECTION: Site Facilities (St Mary's College) **GRADE: 3**
JOB TITLE: Site Facility Officer **DATE EVALUATED:** April 2021

DIGNITY AT WORK: To show, at all times, 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:
 Assists with the safe and secure custody of the site (opening up and locking up of the site and identifying any unauthorised persons on site), supporting 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.

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.	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.	Assists with the safe set up of activities ensuring equipment is assembled and dismantled safely (sports equipment, drama facilities, exam rooms); and activities/events are run in a safe and timely manner.
5.	With site colleagues, sets and routinely tests 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 maintained in a clean and tidy manner at all times, to include routine grounds duties, such as clearing of leaves and assisting grounds staff, to make safe areas being attended to.
7.	Undertakes porter duties, basic maintenance, minor refurbishment and repair to maintain and improve the fabric of the building and site services.
8.	Respond to the needs and requirements of teaching staff to maintain facility operations, passing on issues that cannot be dealt with to the Senior Site Facilities Officer.
9.	Monitors, operates site services, e.g. heating, water, electricity, gates, fire and intruder alarms and records routine meter readings.
10.	Responds to call-outs and undertakes necessary activities to ensure site safety and security.
11.	Assists Senior Site Facilities Officer and participates in any inspections to comply with health and safety and/or other legislation.
12.	Monitors asbestos records on site and where applicable informs contractors to ensure the contractors sign the asbestos documentation.

12	Chaperones external contractor provision on site and highlights any areas of concerns or non-compliance to Senior Site Facilities Office and Trust Site Manager.
13	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 Trust 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 Trust.

DIMENSIONS:

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

1. Responsibility for Staff:

No direct line management responsibilities

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

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:

Site colleagues and to maintain collaborative working relationships with all school staff, parents, service providers and the community.

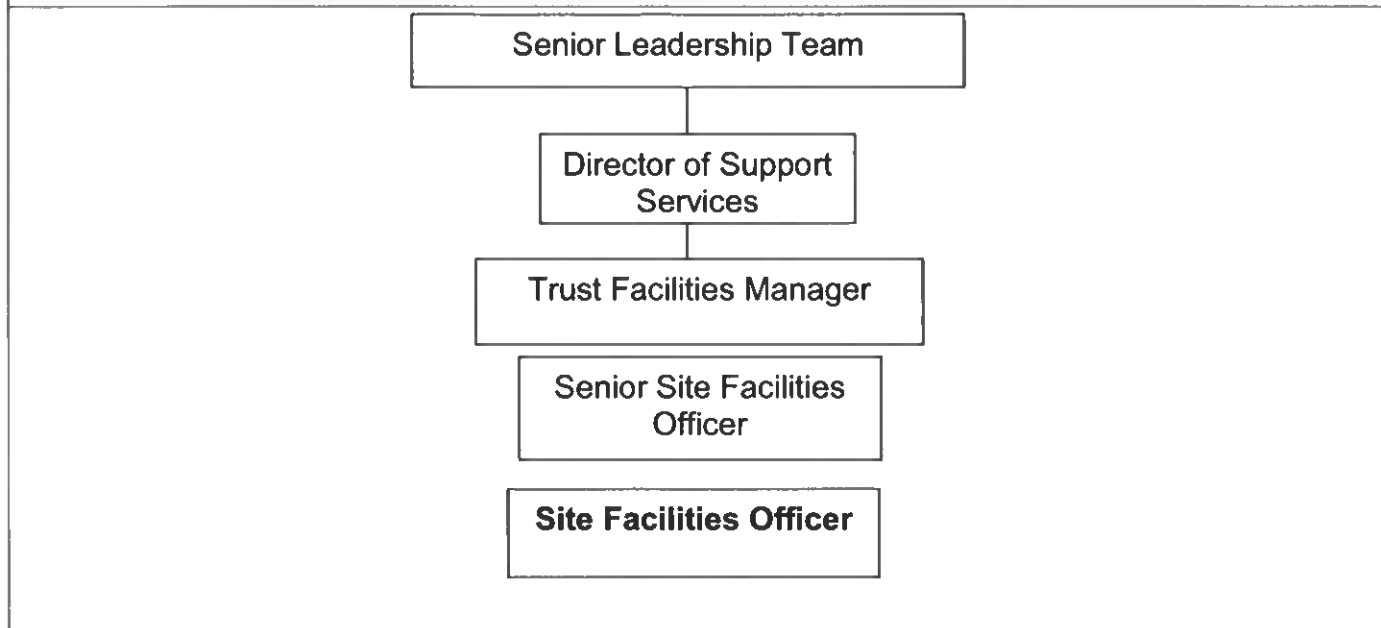
2. With Any Other School Areas

Maintain collaborative working relationships across the Trust.

3. With External Bodies to the School

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

ST MARY'S COLLEGE ORGANISATION CHART:



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: 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 carry out health and safety inspections; assemble and dismantle equipment and prepare areas for activity.
WORKING CONDITIONS: 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. Handling heavy loads.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		x					

PERSON SPECIFICATION		Tick relevant column		List code/s*
		Essential	Desirable	How identified
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. <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>				
1.	Qualifications:			
	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
2.	Relevant Experience:			
	Working in a site facility/caretaking role or similar		X	AF
	Adhering to health and safety policies and procedures	X		AF
	Site management experience		X	AF
3.	Skills (including thinking challenge/mental demands):			
	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
4.	Knowledge:			
	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
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	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
	Ability to respond in a polite and helpful manner to site users.	X		
	Able to deal with contractors and specialist skilled workers	X		I
	Written Skills			
	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
6.	Other:			
	Must be able to maintain confidentiality.	X		

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.

7.	Additional Requirements:			
	None		N/A	
8.	Disclosure of Criminal Record:			
	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)

