



## Greek Orthodox School

### Job Profile & Person Specification – Assistant Facilities Manager

Last reviewed: November 2021

#### Job Profile

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|---------------------------|--|
| <b>Contract:</b>          | Full-time (37 hours per week), All year round  |
| <b>Pay Scale Range:</b>   | NJC 11 to NJC 17 (Outer London) plus local government pension<br>This is equivalent to £24,692 to £27,482 p.a.<br>(current at the date of the last review) |
| <b>Responsible to:</b>    | Facilities Manager, School Business Manager  |
| <b>Line Manager to:</b>   | N/A  |
| <b>Key Relationships:</b> | School leadership team and school finance and operations team  |
| <b>Responsibilities:</b>  | Contractors, suppliers, junior members of facilities team  |
| <b>Location:</b>          | St Andrew the Apostle School   |

#### Core purpose

To contribute to school improvement by providing an efficient and effective service in the area of site management.

#### General Responsibilities (all staff)

- Perform duties and attend meetings as reasonably required
- Participate in the school's performance management scheme
- Undergo in-service training where required
- Contribute to the school's pastoral system
- Promote the school's compliance to current health and safety regulations and safe systems of work
- Observe and implement current school policies and good practice
- Carry out such particular duties as the Headteacher, Facilities Manager or School Business Manager may reasonably direct from time to time

#### Specific Responsibilities

##### Service Provision

- To assist the Facilities Manager in the overall running of the site and in the management of the site team
- To help ensure that the relevant legislation and good practices are continually observed.
- To help to develop and implement policies, procedures and processes concerning health and safety (including risk/emergency management).
- To share responsibility for the oversight of staffing and security arrangements concerning lettings and events on site.
- To assist with procedures used in running the mini buses
- To help ensure that teaching and other staff receive adequate support
- To support the management on a day to day basis of the building and grounds in order to maintain a smart and clean appearance.
- To manage on a day to day basis the cleaning, maintenance and security staff



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- To have oversight of contractors and their staff working on the premises.
- To take on day to day operational tasks as necessary including keyholding duties locking and unlocking the schools buildings
- To help ensure that adequate security is in place to cover the buildings and grounds on a 24/7 basis including effective monitoring of all CCTV cameras.
- To order equipment, furniture and materials following correct procedures.
- To help oversee maintenance, including grounds occupied by the school, equipment, pest control, window cleaning, and waste collection and any other external contracts.
- To help carry out, with other staff as appropriate, fire safety inspections to ensure the school complies with current regulations.
- To provide support and guidance to other departmental staff members and cover their duties when required.

### Service Development

- To assist in the creation of holiday work schedules, ensuring that agreed key tasks are completed
- To share responsibility for developing and maintaining a programme of testing and inspection including relevant record keeping.
- To help oversee and manage a short, medium and long-term programme of repairs and maintenance of the buildings and site facilities.
- To help establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
- To help develop and monitor systems relating to minor maintenance/health and safety/accommodation/resources requests from staff.
- To help establish, monitor and evaluate risk assessments as requested.

### Staffing

- To promote teamwork and to motivate staff to ensure effective working relationships.
- To participate in the school's professional development process both in terms of self and other staff as appropriate.

### Management Information and Administration

- To help ensure the maintenance of accurate and up-to-date information/records relating to the areas of specific responsibility.
- To help provide/present relevant management information concerning premises and health and safety for school and external purposes.

### Communications

- To ensure that all staff, visitors and contractors understand their responsibilities relating to health and safety
- To liaise with external agencies as appropriate in respect of areas of specific responsibility and prepare relevant documentation for them on behalf of the Trust.
- To attend meetings both internal and external related to areas of responsibility.

### Management of Resources

- To help ensure that best practice in energy conservation in the use of heating, light, water etc. is developed and maintained.
- To assist in the purchase of resources in accordance with school policies/procedures.



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- To assist management in identifying resourcing needs and to contribute to the effective use of resources.
- To co-operate with other staff to ensure sharing and effective deployment of resources to the benefit of students and the school.

### Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and wear the designated uniform
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach, and to be prepared for the unusual.

### Assessment

- To continue personal development as agreed through performance management.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager.
- To oversee staff training and maintain training records.

### Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To show a record of excellent health, attendance and punctuality.

### Accountabilities

The post holder will:

- Report to the School Facilities Manager
- Work closely with members of the school's administration, HR, finance and operations teams
- Work closely with the Senior Leadership Team particularly the Headteacher

## Person Specification

*E = Essential, D = Desirable*

| Knowledge / Qualifications and Experience  |   |
|--|---|
| Competent at basic building repairs and maintenance  | E |
| Significant relevant experience, including site management   | D |
| The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc  | D |
| Training in Health and Safety matters or willingness to undergo relevant training  | D |
| Skills, Abilities and Professional attributes  |   |
| Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post           | E |
| Ability to communicate effectively and develop good working relationships with school staff, governors and outside users of the school site, including contractors | E |
| Good numeracy and literacy and IT skills   | E |
| Ability to manage own time effectively and demonstrate initiative including establishing priorities  | E |



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| Ability to be flexible and work as part of a team or individually as required and willingness to support the wider work of the school e.g. school events                           | E |
| Ability to support the work of the school/contribute to school life displaying a conscious and logical approach to the variety of tasks necessary for smooth running of the school | E |
| Ability to monitor, record and operate all services (e.g. gas, electricity, fire alarm etc.) to ensure efficiency and avoid wastage  | E |
| Ability to identify, monitor and carry out a range of maintenance tasks including minor repairs and redecoration and to perform tasks included in the job description              | E |
| Ability to drive the school minibus, carryout pre use vehicle inspections and report any defects or issues in according to school policies   | D |
| Ability to adhere to the school's policies and procedures and most importantly the site health & safety related policies   | E |

### Notes

*The post holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*