



Job Description – Assistant Facilities Supervisor

Key Duties & Responsibilities

- Assist with developing and implementing school procedures to maintain site security for example key holding, emergency response and out of hours call outs, opening and locking procedures, lettings, reviewing CCTV system, etc.
- Responsible for performing delegated duties to contribute to the school's statutory compliance programme ensuring the site is fulfilling its obligations and adhering with current legislation for example monitoring and testing of Fire Procedures, Legionella checks, Asbestos management etc.
- Assist in arranging servicing of school premises assets and maintaining accurate records including reporting to Line Manager the required actions to achieve a compliant site.
- Contribute to producing an assets management plan and be responsible for the delivery of key areas within a defined period of time.
- To ensure the effective operation of heating, lighting and water systems including routine maintenance of boiler systems arranging servicing and the overall efficiency of energy use of the school site.
- Assist with developing/implementing a planned preventative maintenance programme for routine inspections including, fixtures, fittings, furniture and grounds to assess for day-to-day repairs and programmed work.
- To be competent in carrying out general maintenance tasks including day to day repairs and programmed work following specified policies and procedures.
- Responsible for the day-to-day cleaning of a designated area either working alone or as part of a team in conjunction with the relevant cleaning schedule.
- Carry out emergency cleaning as and when required which may include body waste for e.g. vomit, urine etc.
- Responsible for producing risk assessments and safety method statements relevant to the role including the safe storage of chemicals and carrying out routine basic maintenance on tools and equipment. Play an active role in the Health and Safety audits of the premises and follow up actions to agreed timescales.
- Responsible for the assessment, completion and supervision of all necessary documentation and personnel to allow projects works and maintenance to be carried out on the school site safely either by in house or third-party contractors. Working in accordance with St Francis CMAT procedures for example asbestos registers, fire regs single central registers etc.
- Must be able to work in a multitude of environments for example dirty/confined smelly spaces and inclement weather.
- Must be able to work at height and carry out manual handling tasks with or with or without mechanical aids adhering to current Health and Safety practices.
- Must comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns to an appropriate person.
- To ensure that all resources (financial, human and material) allocated to the site are managed and accounted for in a proper fashion in accordance with the schools and Trusts policies and procedures.





- Responsible for keeping accurate and up to date records either manually or IT based of all premises related operations for example meter readings, repairs log, permission to work, job book, task lists, stock control etc.
- To provide induction/ training and continual guidance to cleaning staff following agreed standards and working practices, Imparting special skills and knowledge to colleagues as appropriate. At all times the allocated uniform and PPE (sometimes uncomfortable) must be worn.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are proportionate with the level of the post.

Person Specification

Skills/Knowledge	Essential / Desirable
Knowledge of Health and Safety legislation and codes of practice in relation to facilities management	Essential
Working knowledge of relevant premises polices/codes of practice and statutory legislation specific to work environment	Essential
Knowledge/experience of heating mechanical and electrical systems	Essential
Ability to supervise and monitor a team to achieve set targets line with the school's policies and procedures	Essential
Ability to communicate with a wide variety of stakeholders including explaining technical issues to non-technical people	Essential
Ability to prioritise a demanding workload with limited resources to a challenging timetable	Essential
Ability to contribute to the planning, managing, profiling of budgets related to the premises.	Essential
Ability to provide clear concise reporting in relation to premises matters	Essential
Demonstrate and understanding of safeguarding policies and procedures	Essential
Ability to develop/implement systems and procedures to support premise related functions	Essential
Experience/Qualifications/Training etc.	
Required to be flexible in order to meet needs of the service area	Essential
Required to undertake relevant training to the needs of the post	Essential
Work Related Circumstances (including Working Conditions)	
Ability to maintain the highest standards of confidentiality.	Essential
Able to work at heights and carryout manual handling. Work in inclement weather	Essential
Able to work unsociable hours when required	Essential

