



Job Description

Mobile Facilities Assistant

Grade C:

Responsible to: Mobile Facilities Officer / Manager

Line Management: N/A

Full time position

Main purpose of the post: This post has a number of key purposes:

1. To assist The Thinking Schools Academy Trust with the utilisation of premises and associated facilities for both educational and allied usage, ensuring premises are presented at all times in a secure, safe and well-maintained state.
2. Key holder

The Facilities Assistant will:

- Ensure gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
- Ensure footpaths, car parks, shrubberies and paved areas are kept in clean and tidy condition.
- Take delivery of, if appropriate store, laundry, stationery, materials and other goods. Carry out portage duties.
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures. Carry out frost protection procedures.
- Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Mobile Facilities Officer /Manager. Clean toilets during session times, as necessary. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning as required due to accidents,

illness, vandalism, building and equipment failure.

- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
- Resolve enquiries from members of staff, contractors and members of the public
- To maintain efficient stock levels and place orders for cleaning equipment under the guidance of the Mobile Facilities Officer / Facilities Manager
- Carry out checks on fire alarms, extinguishers, burglar alarms and emergency exits on a routine basis.
- Carry out minor repairs and refurbishment such as painting, decorating, changing door handles, etc. as directed by the Mobile Facilities Officer/Facilities Manager
- Where applicable, maintain the minibus and drive by arrangement with Head teacher/RFM. A MIDAS minibus course provided by TSAT must be passed and be in date before driving the minibus.
- If required, work a split shift to cover for a partner site team member in their absence
- Be prepared to adjust duty hours to enable the opening and securing of the premises on an ad-hoc basis, as and when necessary.
- Oversee that Personal Protective Equipment (PPE) is available and being managed for all staff and contractors.
- Be willing to attend various Health & Safety training courses, or attain certificates via eLearning, as directed by the RFM and regulated by the HSW Act 1974.
- Support the facilities team with management of the cleaning operatives and supervising work schedules.
- Regularly access the help desk to ensure tasks and minor maintenance jobs and repairs are carried out within the SLA requirements

Key holder:

- Carry out security procedures for grounds, premises and their contents. The routine and non-routine opening and closing of premises.
- Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergencies.

- Carry out required duties in connection with approved lettings of premises and after school activities.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

Person Specification

Facilities Assistant

Requirement	Essential and Desirable
General Requirements	
Good general education	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
Post Specific Requirements	
Practical skill in maintenance and cleaning	Essential
Full clean driving license with access to own transport	Essential
Previous experience as a member of a facilities team or similar	Desirable

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Facilities Assistant.

Name:

Signed:

Date: