



#### Job Description

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|-----------------|--------------------------------------|
| JOB TITLE       | Mobile Facilities Assistant          |
| JOB FAMILY      | Facilities                           |
| PHASE           | Central                              |
| HOURS           | 25 hours per week, 52 weeks per year |
| REPORTING TO    | Mobile Facilities Officer/Manager    |
| RESPONSIBLE FOR | Not Applicable                       |

#### Job Purpose

- 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.
- Key holder

#### Duties and Responsibilities

##### Main Duties

- 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.
- Utilise the Topdesk system to resolve issues raised by the school in a timely manner
- 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.
- Access the help desk daily to ensure tasks and minor maintenance jobs and repairs are carried out on a timely and solution-focused basis.

**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.

#### Generic Duties relevant to all members of Staff

##### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

##### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

##### **The Trust**

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.



- You will be based at Maritime . However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and



young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

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 Mobile Facilities Assistant

Name:

Signed:

Date: