Job Description

JOB TITLE	Mobile Facilities Officer
JOB FAMILY	Facilities
PHASE	Central
GRADE	Pay Group 3
REPORTING TO	Site Manager
RESPONSIBLE FOR	N/A

Job Purpose

- To manage the utilisation of the premises and associated facilities for both educational and allied usage across The Thinking Schools Academy Trust. To ensure that premises are presented at all times in a secure, safe and well-maintained state.
- To oversee the maintenance programme and monitor any associated budgets.
- Work with the Site Manager to support capital projects and developments
- Health & Safety management
- Key holder
- Provide emergency and planned site cover across the Hub.

Duties and Responsibilities

Main Duties

- Provide oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors
- Management of and participation in a shift system for out of hours' requirements, including weekends.
- To work a split shift or shift pattern 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.
- Monitor on-site contractors and associated budgets.
- Monitor and ensure the recording of regular checks on fire alarms, extinguishers, intruder alarms, residual current devices and visual checks of electrical fittings.
- Ensure that daily access to fire exits and equipment are available and free from obstruction.
- Organise plans and procedures for emergency situations and liaise with emergency services: number 1 key holder.
- Maintain the academy minibus (where applicable) and drive by arrangement with Site Manager. A MIDAS minibus course provided by TSAT must be passed and be in date before driving the minibus.

Maintenance

- Carry out a maintenance programme, as directed by the Site Manager, for the premises and its equipment, arranging for repairs to be carried out.
- Utilise the Topdesk system to monitor and complete issues raised by all staff on a timely and solution-focused basis
- Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Site 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.
- Work with the Site Manager on completing action plans relating to surveys and inspections.
- Monitor and ensure maintenance of heating and boiler machinery, record and monitor use of energy.

Capital Development

- Work with the Site Manager to monitor capital projects.
- Liaise with chief contractor and ensure minimal disruption to premises staff.

Cleaning team oversight

- To supervise cleaning contractors.
- Oversee building cleaning standards and/or frequencies to ensure that work is carried out in accordance with the cleaning specifications and report findings.
- Maintain adequate stocks of materials and cleaning supplies, placing orders via the central finance team.

Health & Safety

- Manage risk assessments and audits.
- Maintain COSHH register and manage Fire Safety, Asbestos and Water Hygiene logbooks. Training to be provided as 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 Site Manager and regulated by the HSW Act 1974.

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 The Portsmouth Academy. However, you may be asked to work at any of the other Schools within the Hub 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.

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.

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.

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 Facilities Officer

Name: Signed: Date: