



## Job Description

<b>Role</b>	<b>Facilities Officer</b>
<b>Allowances:</b>	<b>B1/B3 depending on experience</b>
<b>Hours:</b>	<b>37 hours per week, All Year Round, shift rota inc weekends</b>
<b>Responsible to:</b>	<b>Safety and Facilities Manager</b>
<b>Review Date:</b>	

### **PURPOSE OF THE JOB:**

Under the direction of the Safety and Facilities Manager provide efficient and timely maintenance and security services on school buildings and grounds in line with the site development plan.

Support delivery of the school site development and maintenance plan, reporting internal and external defects and/or health and safety issues promptly to the Safety and Facilities Manager.

Promote a professional image and provide excellent customer service to all internal and external customers including colleagues, contractors, students, parents and visitors.

Ensure that all operational activities are carried out in accordance with the relevant safe working practice and risk assessment, and that accidents, incidents and near misses involving employees or visitors are dealt with appropriately and reported in accordance with the school's Health and Safety Policy

### **Specific responsibilities**

#### Security

- To be a key holder, ensuring all school premises and associated premises are secure, including the safe locking and unlocking of premises as required.
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Access and operate CCTV or surveillance equipment as required.
- Liaise with police, security and surveillance contractors as appropriate
- Provide access to the school site for emergency vehicles.

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

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## Maintenance

- Undertake appropriate repairs e.g. minor redecorating and fixing
- Undertake minor repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is in line with the site development plan and school vision.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Safety and Facilities Manager.
- To be responsible for implementation of the preventative planned maintenance programme and routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds.
- To report work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Operation and maintenance of HVAC plant, lighting systems, plumbing systems, fire and security alarm systems and lighting systems.
- Undertake daily internal and external site inspections and identify and report repair and maintenance requirements.
- Undertake cleaning duties such as graffiti removal, litter-picking, collection and assembly of waste for removal as well as emergency and specialist cleaning tasks.
- Ensure that pathways and all other external hard surface areas are kept clean, safe, free of litter and weeds and that they are gritted/salted and cleared when required during adverse conditions.
- Maintain specialist equipment after specialist training.

## Responsibilities

- Contribute to planning, development, implementation and ongoing maintenance and use of electronic systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Liaise with contractors as required under the direction of the Safety and Facilities Manager, including ensuring that risk assessments, method statements, and insurances are in place. Ensure appropriate supervision of contractors on site to include ensuring all visitors and/or contractors are signed in and out through the main reception, relevant checks are carried out and records of access and access equipment are maintained e.g. keys, door cards, codes.
- Supervise the day to day work of contracted cleaning staff to ensure a high level of cleanliness and hygiene are achieved and maintained through the whole of the premises in accordance with specification, reporting any issues promptly to the Safety and Facilities Manager.
- Porter duties e.g. moving furniture and equipment, coordination of deliveries to the school site.

**Headteacher: Miss D Martin**

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- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required.
- Liaison with the School Catering Team in relation to their use of the site and provision of their service, where appropriate.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Assist the Safety and Facilities Manager in the management, administration and operation of lettings system.
- Deliver training including demonstrating and assisting in the safe and effective use of specialist equipment/materials as required.
- Attend and participate in meetings as required.

## **Additional Duties**

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break time and after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data, ensuring all concerns are reported appropriately in a timely manner.
- Undertake any other duties commensurate with the grade of the post.

## **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

***All job descriptions may change and/or be amended, following negotiation, with the Headteacher in light of changing national, local and school agendas.***

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## HEALTH & SAFETY

The Facilities Officer will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

***The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

Signed .....

Date .....

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**Job Title: Facilities Officer**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>Participate in development and training opportunities</li> <li>Willingness to undertake health and safety training such as manual handling and first aid courses, and other related training such as, data protection, customer care, COSHH, scaffolding training, evac chair training and tool box talks (This list is indicative, not exhaustive, there is an expectation that the post-holder will attend all training courses which are relevant to the post)</li> <li>Basic (level 2) maintenance qualifications or equivalent experience.</li> <li>Experience of working as part of a team</li> <li>Maintenance experience</li> <li>Experience of establishing effective working relationships with colleagues and customers</li> <li>Experience of using electronic recording systems and office software packages</li> <li>Experience of working in a high pressure environment and to time and resource constraints</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an Education environment</li> <li>Experience of working within a Public facing environment</li> <li>Experience of policy and procedure development</li> <li>Experience of writing and implementing Risk Assessments</li> <li>Previous experience of trades (e.g. building, plumbing, electrical)</li> <li>Health and Safety qualifications or equivalent experience (eg IOSH, working safely)</li> <li>Training, or, a qualification in a specialist area eg plumbing, painting, decorating or joinery (level 3 or above)</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Awareness and understanding of security measures and systems</li> <li>A good working knowledge of health and safety procedures, including risk assessments and safe working practices</li> <li>Knowledge and understanding of COSHH regulations and how they apply to the organisation.</li> <li>working knowledge of Microsoft Office software programmes, such as Word, Excel, Explorer and Outlook</li> <li>Awareness of health and hygiene procedures</li> <li>Knowledge of moving, lifting and handling procedures</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of current and emerging Health and Safety legislation and best practice</li> <li>Knowledge of using specialist Equipment</li> <li>Knowledge of the principles of risk assessment.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Knowledge of basic fire regulation requirements</li> <li>• Knowledge of Safeguarding Children and Young People</li> </ul>	
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Maintenance/Repair</li> <li>• Good interpersonal skills - ability to communicate effectively in written and spoken English</li> <li>• Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all</li> <li>• Prioritisation skills – able to manage own workload and complete tasks, to a deadline</li> <li>• Ability to positively take on board, and implement, changes and improvements to working practices</li> <li>• Ability to be flexible and work productively in an environment which is fast paced and delivers a wide variety of services and activities</li> <li>• Effective people skills – must be able to support and effectively work with others to achieve common goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of trades (e.g. building, plumbing, electrical, joinery, painting and decorating)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Due to the unique nature of the duties of this post the post holder will require a good level of fitness and mobility</li> <li>• Flexibility in approach to work including working evenings, weekends, and unsociable hours to meet service requirements</li> </ul>	

**We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.**

**We promote diversity and want a workforce which reflects the population of Leeds.**

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