

JOB DESCRIPTION



JOB TITLE	Regional Assistant Site Facilitator
GRADE	SP19-25
	E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.
Line managed by:	Site Facilitator
Line managing:	
Liaison with:	Cleaning/Catering/General Contractors and/or Community Manager (where applicable)
<p>PURPOSE OF JOB</p> <ul style="list-style-type: none"> To maintain security and safety of premises and contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per instructions and securing premises following illegal entry/vandalism. To provide high quality maintenance services under instruction of the Regional Facilities Manager. To ensure equipment, facilities, sports areas and classrooms meet the needs of timetables and teaching requirements. To ensure all activities and work undertaken meets the H&S standards and are compliant with E-ACT policies. 	
<p>Main Activities</p> <p>To work across all Birmingham E-ACT Academy sites to:</p> <ul style="list-style-type: none"> Operating the heating plant, so that correct temperatures are maintained in the premises. Ensuring that an adequate supply of hot water is available. Deal with recording meter readings, stock control and re-ordering procedure. Carry out frost precaution procedures and also the Authority's regulations concerning the conservation of energy. The cleaning, maintenance of the heating plant, boiler house and fan assisted heaters. Maintain cleanliness of internal and external areas of premises ensuring that the premises and furnishings are cleaned in accordance with the Academy's established cleaning schedules. Cleaning of floors, carpets, furniture, walls, lighting fittings, fan heaters, internal windows and partitions during holidays. Prioritise and implement delegated work load from a set schedule. Providing safe access to the premises in the event of snow/minor flooding or similar emergency situation. Ensure all outside steps, playgrounds and pathways are kept in a clean condition and that all waste paper receptacles are emptied daily. To be responsible for the collection of litter from all areas including the immediate vicinity of the Academy. Ensuring that drain grids are clean and free from debris and other litter. Ensure toilets are adequately stocked with toilet requisitions at all times. To purchase cleaning materials in accordance with requirements. 	

- Perform all portering duties according to the needs of the Academy, as determined by your immediate supervisors, as required. This will include receiving and distributing cleaning materials, equipment and other relevant goods. Attend to visitors, contractors – including taking telephone calls and other messages. Collecting and disposing of all rubbish to appropriate containers or incinerators. Move furniture and equipment for the Academy and community activities, examination desks and chairs.
- Responsible for safe and correct storage, maintenance, issue, use of materials, chemicals and machines.
- Operate plant equipment and pool covers so that the swimming pool is correctly treated, heated and cleaned in accordance with the Authority's specified procedure
- Carry out replacement and routine repairs and minor maintenance work to fabric, fittings, furnishings of the premises, subject to Health and Safety legislation.
- Liaise with contractors as directed by your Site Facilitator
- To keep, update and/or return all necessary documents and records as required.
- Preparing for after school activities, opening and securing the premises, cleaning up after these activities and preparing for normal activities.
- To undertake certain window cleaning within safety requirements.
- Any other appropriate work/duties applicable to the grade of the post as may be directed by the line manager

PERSON SPECIFICATION

Experience

- Handyperson experience
- Caretaking/cleaning/site-keeping experience in an Academy or similar environment

Qualifications/Training

- Willingness to undertake induction training
- NVQ3 or equivalent qualification desirable
- Specific training in a specialist area i.e.; Health & Safety

Knowledge/Skills

- Good numeracy/literacy skills
- Good use of IT and other specialist equipment/resources
- Working knowledge of relevant policies/codes of practice/legislation
- Ability to acknowledge own learning needs
- Knowledge of Health & Safety procedures and precautions
- Knowledge of COSHH regulations
- Awareness health and hygiene procedures
- Knowledge of moving and handling procedures
- Is adaptable to change / embraces and welcomes change
- Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all

Special Conditions

- Willingness to work within the Birmingham E-ACT region and on occasion to work at other E-ACT academy sites in the Midlands.
- Willingness to undertake additional hours in order to maintain an effective service.

DATE PREPARED **September 2017**

NAME

SIGNED

DATE