

JOB PURPOSE

- To be responsible to the Facilities Supervisor(s) for the overall maintenance of the premises to ensure that the building is usable and safe for the teaching staff are able to deliver the necessary educational requirements, and that the non-educational activities proceed efficiently.
- To complete the facilities procedure for the unlocking and locking of the whole site, ensuring the building(s) are secure at all times. Responsible for the overall set up and arrangement of rooms within the site to serve the business needs as determined by the internal room booking system, and any minor maintenance of the premises to ensure the teaching staff are able to deliver the necessary educational requirements, and that the non-educational activities proceed efficiently. You'll need to be able to manage your own workload. You'll also need a good awareness of health, safety, security and hygiene issues. Ensure that lighting and heating systems are maintained in good working condition.
- To ensure the effective day to day running of the facilities at The King's School & the Boathouse.
- To work on tasks presented by the Facilities Supervisor to ensure that the service delivery and standards are those of a benchmarked elite educational site.
- In maintaining the King's facilities, you will use your practical skills to carry out minor repairs, provide a sports centre service to the Venue Manager, provide support to the Facilities (Grounds) Supervisor and the furniture setting up / dismantle of internal / external events.
- Carry out cleaning should the need arise of designated areas and monitor the cleaning carried out by contractors on a day to day basis.

MAIN RESPONSIBILITIES

- AM shift - Unlock whole site - Carry out pool test if qualified to do so, review the Room Booking System for scheduled assemblies and room set up's.
- To assist the Head of Estates in all aspects of the day to day operation of the school buildings. Respond to emergencies in being a key member of the onsite response team.
- To assist with all disciplines, i.e., Facilities, Grounds and Housekeeping as and when needed.
- PM Shift – Attend a handover with the AM Facilities Team member, review the Room Booking System for set up and take down, act as a point of contact for external hirers, completed schedule of works as determined by the Facilities Supervisor or the Head of Estates on the amount of hirers and porter age requirements, complete pool and sports facilities general duties, lock down and secure the whole site
- Duties will involve management of routine, day to day routine monitoring and operation of heating, ventilation, electrical and security systems any small work changes
- Routine monitoring and emergency repair of building fabric, fixtures and fittings.

- Carry out minor improvements
- To undertake handyman duties as directed by the Facilities Supervisor as outlined below:
 - i. Painting and Decorating – as required
 - ii. Joinery- First line maintenance of fixtures and fittings, examples: tightening screws on window hinges.
 - iii. Maintenance on door handles, minor repairs as a temporary measure after vandalism etc.
 - iv. Plumbing- Parts replaced, un-blocking sinks, traps and waste pipes. Adjustment and re-washer of taps.
 - v. Internal Glazing – Remedial action, for example organising deglaze and boarding up of broken windows.
 - vi. Electrical – (Qualified only) Parts replaced, first line maintenance of fixtures and fittings.
- Order and supervise repairs
- Effective maintenance, water testing and control of school swimming pool. Ensuring safe use of pool by hirers, monitor and oversee all appropriate tests, maintenance, cleaning and all other necessary tasks in the swimming pool. Monitor the addition of chemicals and the water quality. Report to the Facilities Supervisor any defects and shortness of pool supplies.
- Act as a point of contact for all facilities enquiries. Monitor contractors involved in programmed works.
- Support all facilities staff with any 2 man tasks
- Respond in a timely manner to any issues with the delivery of routine and non-routine Facilities tasks, Provide cover as necessary. Act as a point of contact for all maintenance enquiries
- Assist in allocation of tasks, working closely with the Facilities Supervisor(s) across all disciplines, i.e. Facilities, Grounds and Housekeeping.
- To assist with all disciplines, i.e., Facilities, Grounds and Housekeeping as and when needed.
- Manage the ordering and adequate supply of materials via the supply chain.
- Carry out all audits as asked for by the Facilities Supervisor and / or Head of Estates to ensure mandatory compliance is maintained and all necessary remedial actions are concluded.
- To be responsible / support for the Fire Alarm System, responding to alarms and resetting of systems. Undertaking weekly checks on the Fire alarm system and recording all events for future reference.
- Control expenditure within the department as delegated by the Head of Estates

- Act as Key holder. Ensure routine and non-routine security procedures are carried out for the school buildings and grounds. Respond to emergency situations in accordance with the Joint Emergency Response Plan (JERP).
- Responsible for the overall safe locking and un-locking of the site. Liaise and provide regular feedback to Facilities Supervisor, Head of Estates on maintenance issues.
- Work with the Facilities Supervisor to assist in co-ordinating the work to be undertaken by subcontractors. Ensure the Company's Policy on the management of approved subcontractors is fully implemented. Passport to work scheme / signing off completed works etc.
- Ensure maintenance tasks are carried out in accordance with the planned preventative maintenance (PPM) programme, including Statutory and pre-planned maintenance tasks during the school holidays
- Ensure all "Room Booking System" events can be delivered as requested. To be the first point of contact for the Venue Manager to identify and propose solutions for pinch points where resources/time prevents service delivery, making the necessary arrangements for the support of out of hour's activities to ensure that there is sufficient cover is in place for all school events internally and externally booked.
- Ensure internal and external routine inspections of the school premises are carried out.
- Prepare reports as required by the Facilities Supervisor. Ensure records are maintained and updated as appropriate. Work on planned preventative maintenance (PPM) programme, including Statutory and pre-planned maintenance tasks during the school Year.
- During times of inclement weather (such as heavy snow, ice, storms) may require starting work earlier than normal to ensure that the site is safe and cleared before staff and pupils arrive (e.g.. Snow/ice clearing from paths, removal of broken branches etc.).
- Ensure reactive maintenance tasks are carried out in accordance with the relevant safe system of work and within individual competency levels.
- Ensure the correct procedures are followed when carrying out any activities closely following the Risk Assessments and method statements in line with the task.
- Wear PPE that is provided and ensure one's own safety and the safety of others at all times.
- Ensure that all maintenance duties are completed in a safe manner including ad hoc duties.
- Provide car parking assistance as determined by the car parking rota, in addition provide guidance and support for car parking events to ensure that visitors to the site park safely within the allocated zones.
- As the 'Lead Pool Manager' monitor and oversee all appropriate tests, maintenance, cleaning and all other necessary tasks in the swimming pool. Monitor the addition of chemicals and the

water quality. Report to the Facilities Supervisor and the Head of Estates any defects and shortness of pool supplies.

- Any other duties appropriate with the post. Please note, the summary job specification is not a comprehensive definition of the post. It is subject to modification and amendment and could include other duties related to the post.

PERSON SPECIFICATIONS

Essential for the post:

- Very good level of physical fitness to cope with the requirements of the Facilities Operator's role
- Good interpersonal skills to be able to relate well with all staff and pupils to the school.
- Ability to work independently and as part of a team.
- An ability to undertake minor maintenance tasks and a willingness to work collaboratively within a service delivery team.
- The ability to manage your own workload good problem solving skills
- The ability to follow technical drawings, building plans and other instructions
- A valid driving licence
- Computer literate
- Flexibility in the ability to provide cover and ad hoc hours of assistance
- Hold a First Aid certificate, or be willing to undergo training when the school advises a date for that training.

Desirable for the post

- Previous tradesperson role and experience.
- Must be willing to undertake mini bus training
- Must be willing to undertake Pool and plant room training certificate level 1-2