

Job Description and Person Specification

Job Title:	Facilities Technician
Service Provision:	
Job Family:	Education
Line Manager:	Head of Provision
Salary Grade:	Grade C 1 - 5
Annex:	Please ensure you refer to Annex 1 with this job description

Manage and undertake planned and reactive site duties to support all Provision maintenance needs and health and safety requirements in support of the Trust and provision strategies. Plan and coordinate work of the provision. Ensure Trust and Provision policies, processes and procedures are followed at all times and that the provisions are fully compliant with health and safety requirements. Ensure high quality service delivery is maintained at all times, using available systems for logging, and managing of jobs and for statutory recording. Work effectively with all internal and external stakeholders.

Key accountabilities, duties and responsibilities

- Responsible for the management and maintenance of the provision buildings and environment are effectively undertaken.
- Manage required time frames to complete works, keeping HoP up to date of any delays or required purchases.
- To take the lead on repairs and minor projects.
- To analyse site surveys and work with the HoP regarding a programme of building maintenance and improvements.
- To be responsible, in association with the HoP and Operations Team, for the health and safety of the site.
- To delegate tasks as appropriate to external contractors ensuring H&S regulations are adhered to.
- To monitor the performance of the on-site supplier partners such as cleaning and catering to ensure a clean, tidy, customer focused and well-maintained environment.
- To continue to develop own skills and knowledge through participation on appropriate training courses as identified.
- Proactive approach to site management such as winter preparedness checks and remedial complete in time, inspections complete and remedials complete, don't walk by approach.

Maintenance and Premises

- To be responsible for the day to day maintenance, repair and cleaning (e.g, spillages or graffiti) of the provision.
- To lead on and development and implementation of a rolling programme of redecoration and refurbishment.
- Litter clearance across the site
- Emptying Bins as required and disposing of waste appropriately in line with legislation

- Ensure consumables are replenished throughout the day
- To order and supervise repairs and act as project lead for small maintenance contracts and improvement schemes, ensuring best value is received.
- To assist the HoP & Operations Team to prepare documentation for tenders or specifications of small and medium projects.
- To develop, maintain and work with appropriate monitoring procedures to ensure that the site is kept clean, safe, in a good state of repair and stocked with necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate records where appropriate.
- To ensure sports pitch lines are painted when/where required in liaison with the PE team.
- Supervise the Ground maintenance contractors when required for individual tasks e.g. tree pruning to ensure site is maintained to a high standard.
- To supervise visiting contractors as may be necessary to minimise disruption on teaching and learning and maintain safe working practices.
- To be the main point of contact for service contracts and ensure appropriate certificates required are in place and up to date.
- Complete works on time as assigned and keep communication regarding works up to date and accurate.
- Be responsible for Vehicle checks and ensure a well maintained and presentable fleet on sit
- Be available to respond during times the site is open and operational

Security

- To be responsible for the security of the premises liaising with police and other emergency services in respect of this if necessary.
- To be responsible for locking and unlocking the site during term time and closure periods.
- To ensure that at the end of the day all windows and doors and gates are locked, and all security alarms are set and working correctly.
- To ensure the fire call points, intruder alarms, fire doors, fire extinguishers and emergency lights are regularly checked, and records maintained.
- To monitor, report and advise the HoP and Operations Team on all security matters.
- To be aware of all out-of-hours activities at the site and liaise with the HoP regarding maintenance and security issues.
- To act as main key-holder for the site on callouts and lettings.
- Ensure that the necessary action is taken to minimise risk of further intrusion and damage, where intrusion or damage has occurred, pending permanent repairs.
- Ensure gates, entrances and exits are kept clear and deal with dangerously parked vehicles.
- Maintain a key log for the site

Health & Safety

- To provide safe access to provision in the event of extreme weather.
- Work with external assessors to complete statutory inspections and follow up on actions raised
- Keep the central record up to date of the location of all building and services information such as but not limited to water and gas stop cocks and mains electricity power breakers etc...
- All duties to be carried out in compliance with the Health and Safety At Work etc Act 1974 and Brunel Policies.
- Manage high standards of reporting, housekeeping, compliance and safety across the site.
- Report all accidents, incidents and near misses.
- To work in a safe manner and complying with all health and safety legislation and working to best industry practices.
- Work with the HoP and Operations Team to record and respond to any actions as required

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

Administration

- To maintain an inventory of the sites equipment and plant.
- To order items as required for repairs and maintenance work, using the established internal order procedures.
- Maintain central records specific to the site
- To maintain a log of inspections carried out as necessary.
- To seek quotes for specific jobs identified in consultation with the HoP and Operations Team.
- To utilise available systems to maintain a list of repairs and improvements.
- To maintain an audit of all tools and equipment, their state of repair and where located.
- To maintain all tools and equipment in good repair and arrange for training in safe use as necessary.
- To ensure mechanical equipment is inspected prior to each use.
- To ensure power tools are inspected prior to use and PAT is up to date.
- To carry out regular inspections and Risk Assessments and follow through on any remedial activity.

Fleet

- Undertake regular prescribed safety checks of vehicles related to the provision and act on the findings
- Arrange transporting vehicles to servicing bookings
- Support the provisions with driving when required
- Report any issues with the fleet as soon as identified and see through to completion

Porterage

- Undertake porterage requests including furniture moving and archiving etc.
- Deliver parcels/stock.
- Support the wider Trust across all provisions if required
- Activities required to support the provisions seasonal changes (e.g, Christmas decorations, assembly set up)

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	- GCSE English & Maths A – C or Grade 4+ - IWFM L2 or willingness to work towards	
Knowledge and Experience	- An understanding of security and safety requirements in a provision environment - Technical experience in building plant function - Knowledge of fire precautions and the use and maintenance of fire equipment - Experience of following health and safety regulation - Sound understanding of statutory duties and impacts - H&S knowledge and impacts - Sustainability & Environment impacts	- Experience of working in a provision/education environment - Experience of allocating work streams - Experience working across multiple sites
Skills and Abilities	- Prioritising workloads and priority status - Strong ICT skills and proficient in the use of Microsoft/Word/Excel. - Clean driving licence - Energy, enthusiasm and flexibility - Self-motivated and committed to self-development and willing to learn - Ability to multi task, communicate at all levels and prioritise tasks - Team player putting the need of the team above self - Can do attitude	