

Job Description & Person Specification

Job Title:	Facilities Technician
Service / Provision:	Central Services
Job Family:	Operations
Line Manager:	Facilities Manager
Salary Band:	C Grade 1 - 5
Annex	Please ensure you refer to Annex 1 with this Job Description

To be the main point of contact for all aspects relating to Site Management, including a range of duties associated with the Education Provision's (EP) buildings and the grounds which includes:

Re-Active Maintenance, Planned Preventative Maintenance, Statutory Compliance, Inspection & Testing, Security, Portage, Monitoring Contractors, basic Fleet Vehicle Checks, Information gathering, Small Project Management

The Facilities Technician also has the responsibility to inform the Facilities Manager (FM) on suggested improvements to the provisions environment which improve productivity of site management and to carry out pre-planned maintenance programmes.

Key accountabilities, duties and responsibilities

- To be responsible for the management of the EPs Buildings and outside spaces, ensuring that they are safe, maintained to a good standard which is set by the Trust and are presentable at all times.
- To carry out where possible or delegate works logged on the CAFM System that are outside of the Facilities Technicians capabilities to external contractors whilst conforming to budget guidelines and with the authorisation of the FM or Director of Operations (DO).
- To successfully manage and receive works requests/processes electronically and verbally.
- To be responsible for and with the help of external contractors, carry out all Planned Preventive Maintenance Works.
- To carry out all Statutory Compliance Checks within the Facilities Technicians capabilities through Testing & Inspection, whilst also overseeing External Contractor Statutory Compliance Checks.
- To carry out all Basic Statutory Fleet Vehicle Checks weekly.
- To manage projects from inception through to completion.
- To be responsible, in association with the Headteacher, FM and Operations Team, for the health and safety of the site at all times.
- To ensure the EP is secure at all times and the CCTV is functioning and in good working order.
- 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 through monthly audits.
- 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. To be proactive at all times and to identify key issues that could potentially arise.
- To manage stock levels with the support of the Facilities Coordinator.

- To carry out all of the EP portering duties
- To carry out basic information gathering in relation to the EP Equipment and Asset List and report this back to the FM or DO
- The Facilities Technician also has the responsibility to inform the FM on suggested improvements to the provisions environment which improve productivity of site management and to carry out pre-planned maintenance programmes

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • GCSE English & Maths A – C or Grade 4+ or equivalent • IWFM L2 or willingness to work towards 	
Knowledge & Experience	<ul style="list-style-type: none"> • An understanding of security and safety requirements in a school 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 	<ul style="list-style-type: none"> • Experience of working in a school/education environment • Experience of allocating work streams • Experience working across multiple sites
Skills & Abilities	<ul style="list-style-type: none"> • Prioritising workloads and priority status • Strong ICT skills and proficient in the use of Microsoft/Word/Excel 	