Job Description

Job Title:	Academy Facilities Assistant / Driver
Salary Arrangements:	Grade 4/5, Outer London Business Support Scale
Responsible to:	Facilities Business Partner
Responsible for:	Bedelsford School, Kingston Assistance at Bedelsford Chaucer, Morden
Important relationships:	Students and carers, other members of the teaching and non-teaching staff, suppliers, external staff including contractors. Estates & Facilities team.

Job Summary

The Academy Facilities Assistant / Driver will work as part of the OHC&AT Estates and Facilities team and will assist in seeing that the school's buildings and grounds are maintained to the highest possible standards and in line with the Estates and Facilities SLA. In order to support the teaching and learning within OHC&AT. This includes security, health and safety, cleaning, portering and routine maintenance, along with minor repairs and assisting with obtaining quotation for repair and maintenance. To be a fully participating member of the Orchard Hill College & Academy Trust community and take an active interest in the day to day running of our school sites.

General purpose of the job:

1. Assist the Facilities Manager in ensuring that the planned and preventative maintenance schedule is actioned and any feedback provided to the Facilities Business Partner and Estates and Facilities Admin team, Head of School and OHC&AT Head of Estates & Facilities. All works should be scheduled onto the Compliance system along with service reports and follow ups.
2. Respond to all reasonable requests, commensurate with the role, as made by the Principal / Head of School, Facilities Business Partner and OHC&AT Head of Estates & Facilities.
3. Log, monitoring and reporting any defects in the school buildings on the helpdesk system, respond, track and close as it goes through work stages.
4. Liaise and assist contractors and other professionals on site as requested by the Academy Facilities Manager.
5. Assist the Facilities Manager in ensuring that the documentation relating to the premises is kept up to date and filed correctly, whether digitally on compliance system or paper records.

6. Carry out any minor maintenance and repairs that do not require the employment of a contractor.
7. Carry out any minibus driving duties as request to support the school.

Main duties

Site maintenance:

1. To be the main key holder (on call out list) to enable effective building security, opening and closing OHC&AT building at the beginning and end of each school day and at other times as appropriate.
2. Daily site walks to review the total security of the whole site, identifying security risks bringing these to the attention of the Facilities Manager.
3. To ensure that the whole site, including premises, furniture and fittings and grounds are maintained to a high standard.
4. To use skills to undertake minor carpentry, plumbing, redecoration and improvement tasks as agreed with the Facilities Manager.
5. To ensure that the day-to-day running and maintenance of the premises avoids wastage and is efficient.
6. To assist and support with the emergency evacuation procedures regularly and carry out duties in line with OHC&AT Policy and ensure the appropriate records are kept.
7. To assist with the fire alarm weekly test, ensuring any defects are noted, logged, dealt with and the appropriate records kept.
8. Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.
9. Ensure the correct signs are on display e.g. fire safety, first aid signs, health & safety.
10. To ensure the location is clean and tidy and conducive to learning e.g. specialised cleaning tasks, removal of graffiti, litter picking around site, clearing rubbish daily, replenishing supplies to all toilets etc.
11. Monitor and maintain playground areas and outdoor equipment, checking their condition weekly, check compliance and ensure those parts not covered by the contract are well-maintained.
12. Undertake some external and internal redecoration to an agreed programme.
13. To provide site presence when needed for OHC&AT, community use and private lettings including the setting up of areas.
14. Clean floors and/hard surfaces after any sickness using appropriate spill kits that has occurred during the day.
15. To maintain high standards of hygiene.
16. To ensure a safe environment for staff, students and visitors to the site, undertaking safety monitoring and report findings as necessary.
17. Ensure paths and driveways are in a satisfactory condition,
18. Snow clearing and salting / grit the premises in line with adverse weather policy.
19. To have due regard to the provision of Health and Safety at Work.
20. Support the Facilities Manager with pool upkeep and daily inspections of the swimming pool. Prompt reporting of any issues to the Senior Leadership Team, and undertake relevant pool training as required.

Site Management

1. To be aware of, and current on, legislation pertaining to fire safety, legionella and asbestos.
2. To supervise and monitor contractors in their work, having regard to Health and Safety issues, and report to the Facilities Manager and/or Principal / Head of School any concerns.
3. To advise on matters relating to energy control and conservation.

Security:

1. Opening and closing, unlocking and locking of the School buildings including the locking of all windows and doors.
2. Alert the Principal / Head of Centre and the Head of Estates & Facilities to any risk to a breach of security.
3. In partnership with all other members of staff, maintain the security of the College site by being vigilant regarding visitors to the site and reporting any safeguarding or security concerns to the Principal / Head of School, Facilities Manager and Facilities Business Partner.

Porterage:

1. Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.
2. Help with porterage of deliveries to the site as appropriate, during on-site times.
3. Receive goods and supplies and take to the appropriate place for storage.
4. To arrange for the disposal of redundant furniture and equipment as agreed with the Principal / Head of School.

Heating and Lighting:

1. The switching off all lights and appropriate electric plug sockets.
2. Ensure that all lights and heating are working effectively.
3. Monitor and setting of heating controls and boilers and control the level of heating and ventilation as required by the College.
4. Ensure that the plant room is tidy and that no flammable material is stored there.
5. Using appropriate PPE, replace lighting.
6. Ensure PAT testing of all electrical equipment and that they are labelled accordingly.

Administration

1. To place orders for items of housekeeping and ensure stock levels are maintained.
2. To maintain a log of all inspections and checks required to keep the premises safe.

3. To maintain all tools and equipment in good repair and undertake training, where necessary to ensure their safe use by self and others.
4. To carry out regular Health and Safety inspections and risk assessments either on own or as part of a team in line with OHC&AT Policy.

Other responsibilities

1. To regularly discuss and agree with the Facilities Manager, Facilities Business Partner current priorities to ensure the efficient and smooth running of the premises.
2. To ensure OHC&AT minibus meets legislative requirements for tax, service, insurance and MOT. To process fault reports and incident reports with appropriate follow up activities as required.
3. To provide a transport service using the OHC&AT minibus in accordance with the rules and regulations of the Highway Code and in accordance with other appropriate legislation whilst ensuring staff, learner and public safety.
4. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
5. To participate in training and other learning activities as required
6. To recognise own strengths and areas of expertise and use these to advise and support others.
7. To establish constructive relationships and communication with contractors and other agencies/professionals.
8. To treat all users of the College and Academies with courtesy and consideration.
9. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
10. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

This role may need to travel to the Bedelsford school's sister school – Bedelsford Chaucer, Morden, Surrey two days a week, at the discretion of the Principal.