

Job Description



POST: Facilities Assistant

RESPONSIBLE TO: Facilities Manager

KEY RELATIONSHIPS: Cluster Asset Manager, Principal, Academy Leadership Team; relevant teaching & support staff; Property & Estates Management; other Oasis Academies and Oasis Community Learning national staff; External Service Providers.

SALARY: £23,400 - £25,128 + Expenses + Local Government Pension

LOCATION: Oasis Academy Hadley

WORKING PATTERN: Full time

DISCLOSURE LEVEL: Enhanced

Job Purpose

1. To be an established, trusted, and reliable member of the academy's support staff.
2. To consistently model the highest of professional standards in role as a key member of staff to all, across the academy and local community.
3. To assist the Facilities Manager in maintaining a safe, functioning environment, ensuring that all relevant Health & Safety Regulations and safe working procedures are adhered to.
4. To assist with ensuring statutory compliance through the satisfactory performance and completion of Planned Preventative Maintenance, Cyclical Programs, and other required duties.
5. To assist the Facilities Manager to check and maintain the Fire Alarm, to ensure Fire Doors are operating correctly and to assist with the termly Fire Drill.
6. To assist in ensuring the safety of the site during periods of bad weather, including clearing of paths of snow, ice and fallen leaves and applying rock salt when required.
7. To detect and report defects to the Facilities Manager; Repair defects and maintenance works as directed by the Facilities Manager.
8. To undertake preparing areas for school related activities and functions, moving, and setting up furniture and equipment as required.
9. To support the development an open, collaborative, and purposeful climate.
10. To provide assistance in the delivery of the Property & Estates services to Oasis Community Learning Academies.

11. To assist with the delivery of high quality, customer focused property & estates functions.
12. To act as a point of contact in the assistance of property & estate matters at selected Oasis academies in support of the Principal, Oasis staff and other external service providers.



Specific Responsibilities

A. Strategic Direction and Development

1. To assist in ensuring the safe, efficient, and effective day to day running of the Property & Estates service.
2. To ensure that all works have appropriate Health & Safety Risk Assessments in place and to ensure that Health & Safety checks are carried out at all academies as and when required.
3. To assist the Facilities Manager in the implementation procedures related to the Business Continuity plan and other emergency events.
4. To ensure that all operations comply with relevant legislation including Health & Safety at Work Act etc., current environmental legislation, Building and Planning legislation.
5. Assist in the performance of existing and new reactive services and any transitional arrangements.
6. Report any urgent issues arising to the Facilities Manager/Deputy Facilities Manager and Principal.
7. Undertake routine security check outside of school hours & respond to all alarms.
8. Provide portering services to Academy ensuring school day to day activities proceed as expected.
9. To undertake emergency and planned repairs within capability, responding effectively and keeping records of all such work. Ensure all such issues are reported through the correct escalation process in a timely manner.
10. To assist the undertaking routine building inspections of Academy and recording daily maintenance and Health & Safety compliance checks.
11. To assist the undertaking all allocated Health & Safety checks for the academy on a daily/weekly/monthly & annual basis or as and when required ensuring Health & Safety Systems are fully maintained and updated.



12. To assist in ensuring that the undertaking of the appropriate programme of repair and maintenance for the property and grounds are followed and all records are updated as and when required.
13. To Assist with the maintenance of access control, CCTV, and physical security systems on site.
14. Assist with maintaining stock control of all academy consumables as directed.
15. Assist with the support of all day-to-day activities related to the operation of the Property & Estates functions.
16. Assist with the provision of security of the site and emergency cover as and when required including opening and closing the Academy at the start and finish of the day.
17. To assist with providing a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day-to-day activities.
18. To assist the undertaking of day-to-day activities of the Property & Estates service as directed.
19. To assist in ensuring the effective management of External Service Providers in line with agreed contractual requirements and service level agreements.
20. Assist with maintaining energy efficient measures within the Academy.
21. Assist in the general running of the Property & Estates service through the preparation of daily, weekly, and monthly reports, answering the phone, dealing with complaints and meeting facilitation.
22. Provide support on projects undertaken both in-house and externally.
23. Assist with the maintenance of effective and efficient filing systems and structures in line with Property & Estates requirements including service contract records and other property related records.
24. Comply with all Oasis, Property & Estates and Academy QA Procedures and agreed direction.
25. Keep OCL tools and equipment in good working order.

B. Leading and Managing Staff

1. To support the delivery of the highest possible standards of professionalism, ethical leadership, dress sense and personal behaviour through the lens of the 9 habits.

2. Assist the management of External Service Contractors in line with contractual requirements and service level agreements ensuring the satisfactory undertaking by External Service Providers.



C. Safeguarding children and young people

1. Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people.
2. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
3. Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Facilities Assistant

Person Specification



Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate academic qualifications to GCSE level (and/or experience in facilities management at that level); 	<ul style="list-style-type: none"> • Basic Health & Safety qualifications; • Manual Handling • First Aid at Work • Working at Height
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Good communication and negotiation skills; • Good organisational skills. • Proven ability to work under pressure & respond to deadlines. • Good interpersonal skills. • Good written communication skills. • Good attention to detail. • Good standard of literacy and numeracy. 	<ul style="list-style-type: none"> • Practical experience of at least one year within the field of Facilities Management. • Experience and understanding of Mechanical & Electrical systems. • Experience of delivering reactive, cyclical and planned works. • Good working knowledge of MS Word, MS Excel and MS Outlook. • Proven experience of working within the Education Sector. • Experience in dealing with External Service Providers to deliver to contract or service level agreements.
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated with a 'can-do' approach to problem solving. • Able to demonstrate initiative and work unsupervised. 	

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| | <ul style="list-style-type: none">• Well-honed decision making skills.• Reliable, enthusiastic and committed.• Able to keep their head in a crisis.• Team player able to work collaboratively.• Able to deal with people sensitively from a broad cross-section of backgrounds at all levels, internally and externally.• Ability to remain discrete when privy to confidential information.• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS.• Motivation to work with children and young people.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Emotional resilience in working with challenging behaviour and attitudes, and to use of authority and maintain discipline.• Have a willingness to demonstrate commitment to the values and behaviour which flow from the Oasis ethos. | |
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