

ESTATES & FACILITIES OFFICER

GRADE 3 fte £17,846 - £17,966 (actual £9,529)

Permanent – 23 Hours - Term Time Only (39 weeks)



The hours will be worked Monday to Friday, usually between 3.00pm and 7.00pm, with flexibility between these hours depending on the needs of the school.

These core responsibilities are generic to the Estates and Facilities Officer job description. Individual tasks and duties from this list are assigned by the Estates and Facilities Manager.

- Carry out minor repairs, such as changing light fittings, repairing minor damage to internal and external fixtures as appropriate.
- Take personal responsibility for monitoring heating and lighting systems on daily rounds, turning heating and lighting on and off when appropriate.
- Ensure that the site is always clean, rubbish is collected and taken away and that breaks, damage or graffiti is quickly and effectively dealt with.
- Empty litter bins on a daily basis and carry out designated gardening duties.
- Conduct cyclical inspections of the outside fabric of the school: fences, gates, walls, steps, external lights and report defects or issues in a timely fashion.
- Carry out general portering and cleaning duties (including the moving of heavy furniture) as directed to ensure the most efficient deployment of resources.
- Clear leaves, snow, ice or detritus as required, including the treatment of surfaces with grit during winter time.
- Contribute as a member of the Estates and Facilities Team, sharing ideas, discussions, decision-making and collective responsibility to ensure the ongoing measurement and delivery of an effective school premises.
- Key holder and carry out security procedures for school buildings and grounds.
- Open and close school premises, including gates, doors, windows and fire exits for the purpose of school use, lettings, out of hours functions, maintenance, emergency services and other designated activities.
- Reporting any acts of vandalism to the Estates and Facilities Manager as necessary.
- ⑩ To drive the school minibus when required.
- To ensure the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.

- Undertake additional site maintenance work and activities not listed above, as may be determined from time to time by the Estates and Facilities Manager or Deputy at a level consistent with the main responsibilities of the job