



We are His body, living and learning as one.

Job Description

Assistant Facilities Manager

The post holder will report to the Facilities Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To work collaboratively with all staff and parents in order to support student well being.
To support the Business Manager in the delivery of the cleaning, maintenance, security and grounds maintenance of the school and its environment, ensuring that all Health and Safety regulations are adhered to.

To be responsible for the effective management of the Site staff

Main Duties

- To be responsible for the security of specified areas and maintenance of equipment.
- To support the Site Manager in ensuring the effective security within the school and its environment, including emergency call-outs and contribute to the on-call rota as appropriate.
- To receive deliveries to the school and ensure distribution.
- To be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to, for self and others, reporting all concerns to an appropriate person.
- To ensure orderly and secure storage of cleaning equipment at all times.
- To be responsible for the provision/ordering of stock/equipment.
- To ensure that all equipment is used in a safe manner, and any faults/incidents are reported to the appropriate member of staff.
- To support the Business Manager in ensuring that Site staff receive appropriate training with equipment etc.
- To liaise with the supervision of other contractors on site.
- To be responsible for maintenance and general up keep of specified areas.
- To support the Business Manager with the development of record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems
- To support the Business Manager with the completion and submission of any information relating to building and facilities within the school
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To undertake personal development to improve own practice
- To assist with pupil welfare duties including supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils.
- To assist with school administrative duties including exam invigilation as part of the agreed system for the school.

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
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General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



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Person Specification Assistant Facilities Manager

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Possess a good understanding of Health and Safety requirements, including knowledge of COSHH.	E	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
A good understanding of the management of building projects.	E	A/I/R
A good knowledge of propriety cleaning materials and equipment.	E	A/I/R
An understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems.	E	A/I/R
Experience of assisting in the preparation of specifications for tendering.	E	A/I/R
Experience of assisting in designing and managing a rolling programme of maintenance.	E	A/I/R
Experience of managing staff.	D	A/I/R
Experience of assisting in the management of a budget.	E	A/I/R
Ability to keep accurate records.	E	A/I/R
Effective and persuasive communicator both verbally and in writing.	E	A/I/R
Preparedness to work unsocial hours if required.	E	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workloads demands and new school challenges.	E	A/I/R
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to the school's professional standards, including dress code as appropriate.	E	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check.	E	A/I/R
Committed to upholding the Catholic ethos of the School	E	A/I/R

Application/Interview/References/Selection Process

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview .**