

# **Assistant Estates and Facilities Manager**

Grade 4 - SCP 4-6, Current salary £25,185-£25,989

Full time, 37 Hours, Permanent

## **Job description**

### **Overall summary**

The post holder will assist the Estates & Facilities Manager, carrying out a range of duties aimed at ensuring the overall smooth running, maintenance and safety of the school environment. They will on occasions deputise for the Estates & Facilities Manager when needed and will have an overview of the cleaning and estates officer's rotas. They will allocate, as appropriate, tasks to other team members. They will liaise with contractors and school staff as required.

### **General duties**

- Obtain best value for money when placing contracts for repairs or works and ordering supplies, in liaison with the Estates and Facilities Manager.
- Deputise for the Estates and Facilities Manager when and where necessary/requested supervising and leading the duties of the Estates and Facilities team
- The post holder will be a registered key holder and share responsibility with other members of the team for the safe unlocking and locking up of the school.
- Attend internal and external meetings as determined by the Estates and Facilities manager.
- 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.
- Carry out general portering and cleaning duties (including the moving of heavy furniture) as directed to ensure the most efficient deployment of resources.
- Supervise and monitor aspects of the work of the Estates and Facilities team as directed and specified by the Estates and Facilities Manager, and as outlined in the Assistant Estates and Facilities Manager Job Description.
- Carry out minor repairs and maintenance tasks as needed.
- Support the maintenance of the school site by taking part in regular monitoring and recording procedures.
- 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.
- Carry out general site maintenance activities including for example inspecting plumbing, reporting or repairing defects, clearing leaves, snow, ice or detritus, treating surfaces with grit in winter, testing water systems, cleaning and clearing drains and gullies, checking and inspecting the outside fabric of the school - fences, gates, walls, steps, external lights and reporting defects or issues
- Liaise, as and when necessary, with the emergency services, including calling out emergency services when required.
- Undertake additional site maintenance duties and activities not listed above, as may be determined from time to time by the Estates and Facilities Manager at a level consistent with the main responsibilities of the job.
- 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.
- To take responsibility for the implementation and keeping up to date of the Safesmart system.