



St Mary's CE Primary School

Founded in 1812

Dollis Park, Finchley, LONDON N3 1BT



School Facilities – Level 4 (Unified Reward Grade E) Job specification

Purpose

To provide for the security, maintenance and cleaning of the school to promote a safe working environment.

Duties include ensuring buildings and site are secure and acting as a designated key holder, arranging regular maintenance and safety checks and emergency repairs and supervision of other facilities staff and/or contractors whilst on site

Key Accountabilities

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately
- Operate and regularly check systems such as heating, cooling, lighting and security including CCTV and alarms
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Undertake minor repairs and maintenance of the buildings and site, such as paint classroom
- Arrange emergency repairs and regular maintenance and safety checks
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Monitor materials and stock and/or submit order for supplies
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment in line with other schedules
- May ensure operation and maintenance of specialised equipment, for example sports/theatrical/swimming pools



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Head Teacher: **Mr Stefan Roos** Chair of Governors: **Mrs Claire Turner**

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- May handle small amounts of cash for the purchase of repair material
- May facilitate lettings
- May show contractors round to obtain quotes for routine maintenance on school premises
- Responsibility for other staff including cleaning staff and grounds persons

Knowledge, Training and Experience

- Working at or towards national occupational standards for facilities management and knowledge/skills equivalent to national qualifications level 3
- Knowledge of procedures and policies in relation to school security, relevant health and safety, COSH regulations
- Significant relevant experience
- Able to use basic tools to undertake minor maintenance repairs
- Understanding of appropriate specialised systems such as heating, cooling, lighting and security
- Supervisory experience
- Understanding of appropriate specialised systems such as heating, cooling, lighting and security
- Knowledge of the range of regulation and policies governing premises security, repairs and maintenance and the operation of heating, lighting systems

Planning, organising and controlling skills

- Work within school policies and COSH regulations to plan and complete work that is delivered in the short term
- Organise/prioritise own duties/tasks in response to changing and/or conflicting demands, such as weather conditions, blocked drains/toilets, routine checking of systems
- Oversee the work of others to ensure services are delivered effectively, such as cleaning and other site staff, onsite maintenance contractors
- Plan for preventative maintenance programmes, analysing and planning the nature and extent of repairs and maintenance

Communicating and influencing skills

- Understanding, influencing, empathising and communicating with people are important considerations in achieving job outcomes
- Provide advice and guidance on a range of technical and sometimes complex queries and enquiries from contractors on site, school and premises staff
- Build and maintain effective working relationships with colleagues, service users and other organisations to ensure the appropriate level of service is provided
- Supervise others using diplomacy, sensitivity and empathy

Initiative and innovation skills

- Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements
- Deliver a direct service to meet school needs and health and safety requirements
- Use initiative to plan and prioritise own work and decide on whether to undertake minor repairs, arrange emergency repairs, arrange regular maintenance and safety checks, ensure maintenance procedures are followed



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Budget accountability

- No direct budget responsibility
- Monitor materials and stock and/or order supplies
- May handle small amounts of cash for the purchase of repair material

Staff accountability

- Supervision of other facilities staff and contractors whilst on site
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales

Physical effort

- There is a daily requirement to undertake portage duties including moving furniture and equipment within the school

Work environment

- The job involves cleaning, minor repairs in toilet areas, dealing with spillages, waste collection, on a daily basis
- Seasonal requirement to clear ice and snow (schools cannot be opened unless there is a clear and safe path to and from the premises)



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