

JOB DESCRIPTION

Post:	Facilities Administrator
Hours per week:	20 hours per week, 52 weeks per year
Responsible to:	Facilities Manager
Responsible for:	Administrative Support to the Facilities Team
To commence:	July 2017

Downsend School is a happy, caring and energetic school. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child.

Main Purpose

To provide a pro-active and professional administration service for the Facilities Team in accordance with Cognita's policies and procedures, including responsibility for maintaining the Contractor Files. The post holder is responsible to the Facilities Manager. The Facilities Team are responsible for health and safety, site maintenance, refurbishments and transport. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with all key stakeholders to include the Business Manager, Members of the Senior Leadership Team, Head Office staff, parents and contractors.

Main Duties and Responsibilities

- Develop and maintain systems to support the facilities management of the School
- Ensure that the School is a safe working environment for pupils, staff and visitors
- Co-ordinate inter-site and home school transport
- Maintain site related files and records

Standards and Quality Assurance

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- To attend events, including Saturday Open Mornings;
- To attend INSET days and participate in training and other learning activities and performance development as required;
- To participate in arrangements made for appraisal.

Health and Safety

The post holder shares responsibility for the safety of all pupils and must ensure that:

1. Resources are maintained in a safe condition for pupils and staff
2. Duties are carried out in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the School Nurse
4. The Business Manager and Facilities Manager are kept informed of any concerns regarding Health & Safety and safe working practices.

Premises and Maintenance

- Arrange regular servicing and maintenance calls as directed
- Maintain lists of organisations that use the School's facilities and prepare schedule for invoicing
- Liaise with external professionals and administer external contracts as appropriate.
- Advise the Facilities Manager on emerging issues and respond appropriately to emergencies or urgent issues as they arise.
- Maintain and develop links with maintenance contractors and suppliers.
- Maintain log of contractor visits

Works undertaken during the closure periods

- Liaise with the Business Manager, Facilities Manager and contractors as appropriate; seek quotes from contractors as required.
- Assist with the supervision and coordination of contractors, particularly during school holidays.
- Collate and progress invoices for payment.

Health & Safety and Safeguarding

- Assist with the implementation and monitoring of risk, update and review site risk assessments as required.
- Maintain Third Party Contractor File
- Assist in the implementation of premises, health & safety, security and services policies and procedures.
- Organise regular testing of fixed and portable electrical equipment, and follow up any recommendations made.
- Organise regular testing of emergency lighting, fire extinguishers, water supplies and other equipment and services as required.

School Transport

- Day to day administration – adding or changing collection/pick-ups as required by parents
- Prepare inter-site, home school transport and match transport schedules on a termly basis, then monitor and update as required
- Organise regular servicing and maintenance of the school minibus.
- Liaise with site team and teaching staff to provide guidance and training on the required minibus safety checks, and maintain logs to show that these are undertaken regularly.

General

- Assist the support staff in relevant admin duties
- Reception duties during the closure periods and as required
- Attend relevant meetings where the School's facilities are discussed and input is required.
- Undertake available training opportunities and demonstrate a commitment to continuous development.
- Perform any other task deemed reasonable by the Business Manager and the Headteacher

Key Skills

- Demonstrate good organisation and administrative skill
- Good Working knowledge of Word, Excel, Outlook
- The ability to work under pressure whilst maintain a professional manner at all times
- Full driving licence required
- Previous experience of working in a school would be an advantage

SAFEGUARDING STATEMENT:

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

This job description is not intended to be all embracing and the post holder may be required to carry out other duties commensurate to this post.

Carole Dickie
Business Manager