

TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Facilities & Estates Assistant.
Job Holder:	TBC
Line Managed By:	Deputy Facilities and Estates Manager
Date:	February 2023
Pay and Conditions	Salary: TGS Support Staff 3, point 14, £21,994 per annum Permanent, full time Holidays: 31 days inclusive of bank holidays and Christmas closure 37 core hours across 5 days (Monday to Friday) shift pattern as agreed across the team including early morning and evening shifts. One hour of unpaid rest break per working day.
Job Purpose <ul style="list-style-type: none">• To work as part of the team responsible for the day-to-day security, safety, cleanliness and general maintenance of the school estate and associated facilities in order to ensure the school environment is safe and fit for purpose; maintaining a high quality teaching and learning environment for users.• To support income generation through the facilitation of school lettings arrangements.	
Duties and Responsibilities Security <ul style="list-style-type: none">• To carry out security procedures across the School estate including the routine and non-routine opening and closing of the School site;• To check, address and report damage or security breaches daily;• To prevent trespass on the school estate and guard against the unauthorised parking of vehicles;• To unset and set the school alarm system;• To register as Key Holder and be point of contact in an emergency callout situation. Health and Safety <ul style="list-style-type: none">• To perform duties in line with health and safety and COSHH regulations and take remedial action where hazards are identified and to escalate/report serious hazards or concerns immediately;• To undertake additional training and obtain qualifications as necessary to support the health and safety culture at the Academy;• To maintain the School's health and safety compliance systems including regular water testing and flushing, emergency light and fire alarm tests, maintaining compliance registers as required and to report any Health and Safety breaches to the Deputy Facilities and Estates Manager;• To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse;• To provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergency;	

- To carry out remedial procedures in the event of fire, flood, breaking and entering, vandalism, accident or major damage;
- Ensure that clear passage is maintained on fire escape routes;
- To undertake road supervision and bus stops duties by rota to ensure safety of students arriving and departing from school at the beginning and end of the School day;
- To know the location of Emergency Medical kits around the School.

Internal Events

- To support internal school events by preparing facilities, setting up IT and configuring rooms as required;
- To manage traffic and parking for larger events;
- To supervise the use of the facilities during events, identify and respond to facilities related issues as they arise;
- To ensure designated meeting rooms are refreshed and prepared daily to be meeting ready.

External Events

- To support external events (commercial lettings) by preparing facilities, setting up IT and configuring rooms as required;
- To act as point of contact for the duration of the letting, identifying and responding to facilities related issues as they arise;
- To monitor visitor behaviour and report damage.

Maintenance

- To undertake planned and preventative maintenance of the buildings, grounds and plant on the school site including basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently;
- To undertake ad hoc urgent repairs including water leaks, repairs of doors, windows and furniture and cleaning up after breakages and spillages;
- To undertake regular monitoring of building management systems and utilities to quickly deal with plant or energy supply failures;
- To record meter readings and monitor heating oil supplies;
- Report any defects of the estates, furniture, fittings and equipment to the Facilities and Estates Manager;
- To monitor the work of contractors working on site as directed by the Estates Manager;
- To undertake projects as directed by the Facilities & Estates Manager that maintain the fabric of the School and its facilities including repairs, re-decoration and maintenance development projects.

Facilities – IT Support

- To support the basic functioning of the School's printer and copying systems including ensuring all printers are stocked with paper and toner.
- To assist the IT Department where physical lifting and carrying are required and help with event set-ups and take-downs. To manage toner stock, liaising with Finance and IT team
- To complete click count on all MFD.
- To report faults and update service records.

General Duties

- To maintain the general upkeep, cleanliness and tidiness of the School facilities internally and externally;

- To undertake portering duties including receiving, checking and distributing deliveries support office and classroom relocations;
- Oversee the management of refuse collection pick up arrangements and ensure that external rubbish is stored appropriately;
- Sweep yards, pick up litter and be responsible for the removal of all debris and leaves from paths, steps, play areas, grassed areas, flowerbeds and all entrances;
- Carry out periodic cleaning of internal / external areas (including windows and light shades/diffusers, paths and drains) to a height of eleven feet from floor level;
- To swiftly deal with spillages (food / water) and *bodily fluids such as blood/vomit/urine. (*Medical PPE provided.)

Additional Duties:

- To carry out any other duties as may from time to time be required by the Facilities & Estates Manager;
- To maintain confidentiality;
- To participate in training and other learning activities and performance appraisal and development as required;
- To ensure that actions and duties are performed in full compliance with Health and Safety, building, property and estates regulations and the Health and Safety Policy of the Academy;

All employees of Tonbridge Grammar School, will be expected to:

- Play a full part in the life of the school community, to support the school ethos and work as part of the wider school team.
- Be familiar with the school calendar and the daily events in school.
- Comply with the staff dress code.
- Actively promote school policies.
- Commit to continuing professional development.
- Actively engage in the staff review and development process.
- Gain understanding of the IB Curriculum and the Middle Years Programme.

Person Specification (D= Desirable, E = Essential)

Skills

Confident in dealing with young people	D
Good time management	E
Good organisational skills	E

Technical skills

First Aid / Mental Health First Aid Training	D
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Knowledge

Safeguarding requirements for working with children	E
Data protection legislation and its implications for schools	D
Health and safety issues as they relate to this environment	D
Detailed knowledge of all school policy	D

Experience

Previous work in education	D
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Personal Qualities	
Positive, enthusiastic with personal drive	E
Strive for high standards	E
Maintain discretion and confidentiality	E
Committed to providing best service to all members of the School Community	E
Work with honesty and integrity	E
Proactive in bringing about improvements to service	E
Objective and transparent in decision making	E
Hold self and others to account	E
Creative when resolving problems	E
Resilient when managing workload	E
Communicate effectively showing strong interpersonal skills	E
Reflective and committed to professional development	E
Work independently and take personal initiative	E
Collaborate and work effectively as member of a team	E
Resolve conflict with emotional awareness and empathy	E
Committed to equal opportunities	E
Additional Notes	
<p>Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.</p> <p>Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Please sign and return one copy to the Head Teacher's PA.

Signed by Head Teacher.....

Signed by Post Holder.....