



## RICKMANSWORTH SCHOOL JOB DESCRIPTION

<b>TITLE:</b>	Facilities and Maintenance Officer
<b>RESPONSIBLE TO:</b>	Estates Manager
<b>GRADE:</b>	H5 Point 9-14
<b>SALARY:</b>	£25,119 to £27,334 plus £988 fringe per annum (actual salary £26,107 to £28,322 per annum including fringe)
<b>NOTICE PERIOD:</b>	3 months
<b>HOURS:</b>	37 hours per week on a three week shift pattern: Week A - 06:00 to 14:00 (30 minute unpaid lunch) Week B - 05:45 to 13:45 (30 minute unpaid lunch) Week C - 12:00 to 20:00 (30 minute unpaid lunch)
<b>CONTRACT:</b>	52 weeks contract, permanent
<b>PURPOSE OF THE POST:</b>	To assist with the security and maintenance of the buildings and grounds.

### Main Duties

- Maintain the School buildings and grounds to include cleaning, decorating and minor repairs
- Provide security of the premises to include locking up and responding to the School's alarms.
- Undertake portage of furniture and equipment as required.
- Operation of the heating plant and other management systems.
- Duties associated with use of the premises out of school hours.
- To be responsible for waste management and recycling schemes.
- Liaison with contractors.
- Such other duties within the broad scope of the post as may reasonably be required from time to time by the Headteacher.

### Working environment

Some of the work may need to be done out of doors such as repairs, and security checks in wet and cold weather.

### Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*



### Person Specification: Facilities and Maintenance Officer

E Essential D Desirable  
A Application process I Interview process

	Essential / Desirable	Assessed via?
<b>Qualifications and Training:</b>		
Good general level of education	D	A/I
Trade qualification or Level 3 equivalent	D	A/I
<b>Experience:</b>		
Minor DIY repairs and maintenance	E	A
Experience of working as a member of a team and on their own initiative	E	A
Awareness of Control of Substances Hazardous to Health (COSHH)	E	A
Have a trade such as plumber, electrician or carpenter	D	A/I
Working knowledge of Health and Safety at work	E	A/I
Manual handling		
Awareness of legionella and asbestos	D	A/I
<b>Knowledge:</b>		
Level 1 Safeguarding/Awareness of keeping children safe	E	A/I
Knowledge of health and safety	E	I
Knowledge of policies and procedures	E	A/I
<b>Aptitudes:</b>		
Flexible team player	E	I
Reliable, honest and trustworthy	E	A/I
Well organised with ability to multitask	E	I
A commitment to safeguarding and promoting the welfare of children and young people	E	I
Be able to work in an organised and methodical way	E	I
A commitment to equal opportunities.	E	I
<b>Values:</b>		
High work standards and accuracy. Pride in a job well done	E	A/I
Interest in the education of young people	E	A/I
Engage with and actively promote Rickmansworth School's sustainability goals	E	I
The belief that every student can and will achieve their very best	E	A
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A/I
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I

The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I