

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Facilities Assistant
<b>DIVISION/UNIT:</b>	Facilities Services
<b>GRADE:</b>	6
<b>RESPONSIBLE TO:</b>	Assistant Facilities Manager
<b>RESPONSIBLE FOR:</b>	Lead Cleaners School Cleaners Cleaner (Keyholder) School Crossing Patrollers

### **Job Purpose**

Provide, manage and monitor the cleaning and school crossing patrol services within designated premises under the direction of the Assistant Facilities Manager. Responsible for the supervision of employees within the premises, delegating duties as required, ensuring that the premises are kept in a clean and hygienic condition.

### **Main Duties and Responsibilities**

#### **Values**

1. Ensure that safe working practices are adhered to, in accordance with Health and Safety legislation and Tayside Contracts' Occupational Health and Safety policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

#### **Facilities Services**

4. Instruct, guide, allocate and check the work of the cleaning team.
5. Be responsible for the security of the premises within your control and their contents, this includes operating the fire and burglar alarms and undertaking keyholder responsibilities and duties.
6. Ensure that all premises within your control have adequate levels of lighting and heating, undertake maintenance and operation of the associated plant and equipment.
7. Undertake portage and handyperson duties and any other duties arising from and associated with the use of the premises.
8. Undertake emergency cleaning duties as required within the whole premises including environs and grounds for example, removal of graffiti from walls and doors, accidental spillage.

9. Monitor the standard of cleaning undertaken on the premises carried out and complete the associated documentation.
10. Act as the initial point of contact for complaints, conducting preliminary inspections and liaising with the Head Teacher or Business Manager.
11. Ensure that the appropriate documentation is completed correctly and forwarded to management without delay, which will include time sheets, material request forms, self-certification and return to work forms and Tay Reviews.
12. Ensure the application of all statutory requirements and codes of practice adopted by Tayside Contracts, including Safe Working Arrangements, Risk Assessments, Site Specific Risk Assessments, COSHH and general Health and Safety.
13. Undertake on-the-job training of new employees.
14. Assist the relevant departments of the Council concerned with maintaining the premises, by undertaking initial checks or inspections and the various administrative procedures relating to maintenance activities, energy conservation, fire safety and anti-vandalism measures.
15. Ensure that an adequate supply of materials and consumables is available on site, ensure that usage levels and dilution rates are adhered to and that appropriate safety precautions are taken.
16. Deal with any complaints or adverse client reports by undertaking remedial work wherever necessary. Inform the Assistant Facilities Manager of the complaint, the action taken to resolve it and any further action required.
17. Respond to ad-hoc requests from users or user groups to alter the cleaning schedule to accommodate special activities or events.
18. Identify and report the need for equipment repairs or replacements and advise Assistant Facilities Manager accordingly.
19. Carry out minor repairs and first line maintenance of fixtures, furniture and equipment.
20. Demonstrate good energy conservation by switching out all lights and ensuring taps are off within your designated area and ensure the area is secure by closing all windows and doors on completion of your duties.
21. Respond to alarm activations within the allocated Cluster and hold a call out phone on a rotational basis.
22. Liaise with lets and ensure they complete the lets induction sheet and ensure they adhere to the Fire Evacuation procedures.

## NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	3	4	3	3	3	1	3	2	2	3	3	3