# Job Description

**POST:** Site Facilities Management (assistant) (Level 4) Secondary

**RESPONSIBLE TO:** Regional Asset Manager

**LOCATION:** Oasis Academy

**SALARY:** SCP 6 – 10 (19,171 – 20,751) plus Local Government Pension Scheme.

**WORKING PATTERN:** Full-time (37 hours per week), 52 weeks

**DISCLOSURE LEVEL:** Enhanced

**JOB PURPOSE:** To provide delivery of the Property & Estates services to a single Oasis Secondary Academy

- Responsible for assisting with the delivery of high quality, customer focussed Property and Estates functions to a selected Oasis Academy
- To act as a point of contact in the assistance of Property and Estates matters for selected Oasis Academy in support of Principal, Oasis staff and other external service providers
- Assist with the provision of security of the site and emergency cover as and when required. Assist with the support in all day to day activities either internal or external
- Assist with ensuring statutory compliance, satisfactory performance and completion of PPM, cyclical programme and other Estates and Property programmes of work

**SPECIFIC RESPONSIBILITIES:**

**A: Key Responsibilities & Accountabilities**

- To promote a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day to day activities
- Carry out the day to day activities of the Property and Estates team as directed.
- Assist with the responsibility of the security of the site and ensuring opening and closing the Academy at the start and finish of the day. Routine security checks outside of school hours, respond to all alarms.
- Assist with maintaining access control, CCTV and physical security systems on site.
- Assist in ensure the appropriate programme of repair and maintenance for property and grounds are followed and all records are updated as and when required.
- To undertake emergency, planned repairs and maintenance within capability, responding effectively and keeping records of all such work. Ensure all such faults are reported to the correct line management in a timely manner
- Assist with routine building inspections of Academy and recording daily maintenance and Health and Safety compliance checks.
- Undertake allocated Health and Safety checks for academy on a daily, weekly, monthly & annual basis or as and when required. Ensuring Health & Safety systems are fully maintained and updated.
- Assist with ensuring all operations comply with relevant environmental legislation
- To maintain accurate Property & Service contract records for Academy
- Provide portering services to Academy ensuring school day to day activities proceed as expected.
- Assist with maintaining stock control of all Academy consumables.
- Maintain and develop a professional effective working relationship with all stakeholders to ensure an integrated approach to the achievement of key Property and Estates functions  Assist with maintaining energy efficiency measures with the Academy.
- Act in a professional diligent manner at all times
- Comply with Quality Assurance procedures and agreed direction

**B: People Management**

- Supervision of service contractors
- Set and maintain high professional and personal standards

**C: Relationships**

- Report to Regional Asset Manager
- Regular contact with Regional Facilities Manger
- Daily contact with Academy Principle, Business Development Manager and Site Facilities Management
- Regular contact with service provider supervisors, and managers
- Oasis staff, managers and directors
- Oasis Finance Administrator/Managers
- Safety Environment Manager
- Facilities managers of other organisation
- Human resources

**D: Decision making authority**

- Financial decisions within limit of authority
- Input regarding awareness of service contracts
- Employee management satisfaction with the service provided

**E: Generally**

- Be collaborative and flexible in your approach and able to change with the evolving nature of Oasis in an inclusive and adaptable way
- Act in a professional manner with high levels of confidentiality and diligence
- Be considered, inclusive, and holistic in the approach to delivery/outputs
- Liaise with consultants, contractors and other services providers in a range of activities and functions
- Assist in maintaining effective and efficient filing structures
- Provide site support to the Oasis Academy staff and the staff within the Property and Estates department

**F: General running of the Property & Estates Department and support to the Academies Directorate through:**

- Daily, weekly and monthly reports
- Answering the phone
- Dealing with complaints
- Meeting facilitation

**Safeguarding children and young people**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

| **Employee:** | | **Line Manager:** | |
|---|---|---|---|
| | | | |
| **Print Name** | | **Print Name** | |
| **Date** | | **Date** | |

# Property and Estates

**Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

**Oasis Community Learning Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description

**PERSON SPECIFICATION:**

| | Essential | Desirable |
|---|---|---|
| **Qualifications** | None. | • Experience and understanding mechanical and electrical systems<br>• Basic Health and Safety qualification<br>• Manual handling<br>• First Aid at Work<br>• Working at Heights |
| **Experience, Skills & Knowledge** | • Good communication skills, negotiation skills<br>• Excellent organisational skills<br>• Proven ability to work under pressure & respond to deadlines<br>• Excellent inter-personal skills<br>• Excellent written communication skills<br>• Good attention to detail<br>• Good standard of literacy and numeracy | • Significant practical experience of 2 years within building and grounds maintenance<br>• Experience of delivering reactive, cyclical and planned services/projects in the contract administrator and/or Employers agent role<br>• Up-to-date, effective working knowledge of IT systems & office facilities, including the MS Office suite of systems<br>• Proven ability to work remotely with selfdiscipline, commitment and drive<br>• Proven experience of working within the Education sector |

| | | |
|---|---|---|
| **Personal Qualities** | ▯ Self-motivated with a ‘can do’ approach to problem-solving<br>▯ Able to demonstrate initiative & work unsupervised<br>▯ Well-honed decision making skills<br>▯ Flexible, mature & balanced approach to life<br>▯ Reliable, enthusiastic & committed<br>▯ Able to demonstrate, diplomacy, credibility & stature<br>▯ Able to keep their head in a crisis<br>▯ Team player able to work collaboratively<br>▯ Able to deal with people sensitively from a broad cross-section of backgrounds at all levels, externally & internally<br>▯ Ability to remain discrete when privy to confidential information<br>▯ Commitment to safeguarding and promoting the welfare of children and young people<br>▯ Willingness to undergo appropriate checks, including enhanced DBS checks<br>▯ Ability to form and maintain appropriate relationships and personal boundaries with children and young people<br>▯ Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. | |