



Sidcot School

Job Description and Person Specification

Facilities Coordinator

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title	Facilities Coordinator
Summary of the role	To provide administrative support to the Facilities Team including the Maintenance, Domestic Services and Catering Departments.
Line management responsibility	None
Safeguarding requirements	<ul style="list-style-type: none">• Engage in regulated activity relevant to children• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Duties and Responsibilities	
Main Responsibilities	<ul style="list-style-type: none">• Reporting to the Director of Operations whilst supporting the Maintenance Manager, Domestic Services Manager and Catering Manager to provide a safe and efficient operational environment.• Oversee and manage the booking of contractors and agents to undertake emergency, ad-hoc and regular servicing and repairs of equipment.• Escort contractors and visitors on the campus.• Facilitating contractor inductions, including issuing of keys, passes and providing H&S and safeguarding information to the contractor and monitoring their time on site.• Monitor and compile documentation and reports to ensure the School can demonstrate a compliant and safe environment.• Receive, file and action service and maintenance reports so that evidence is maintained and follow-up action taken.• Assisting the receipt of the School's deliveries including high security/signed for parcels and documents.• To act as clerk to the Health and Safety meeting compiling accident data and producing reports and minutes as

	<p>required.</p> <ul style="list-style-type: none"> • Be familiar with risk assessments for the site and implement any control measures. Support the Director of Operations in compiling and reviewing Risk Assessments. • Support the Facilities Team to ensure the School property, buildings and grounds are maintained to a high standard. • On a shift basis, undertake the end of day lock-up of the School during the working week in term time (22:00 hrs) and non-term time (17:30). • Oversee the necessary training of staff within the Maintenance, Domestic Services and Catering Departments liaising with relevant Managers regarding the need for induction and refresher training. • Arrange suitable fire and security training for campus wide staff maintain training logs. • Issue staff resident licences and supporting residents with repairs and maintenance of their houses. • Support the School's management of its land and estate including maintenance of accreditation with, for example, the Soil Association. • Assist with stewarding and car parking duties during specific School events. • Support events at Sidcot School throughout the year and ensure requirements are met in a safe manner.
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For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received.</i></p> <ul style="list-style-type: none"> • 5 GCSEs including English and Maths 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received.</i></p> <ul style="list-style-type: none"> • A-Levels or higher educational qualification 	<ul style="list-style-type: none"> • Applicant's certificates • Discussion at interview
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of similar previous roles • Experience with dealing with contractors and third party suppliers • Experience of identifying problems and bring positive solutions 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a day and boarding school • Experience in building maintenance 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills, abilities and competencies	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • ICT including Microsoft Office 365 Suite of applications • Ability to prioritise workload and meet deadlines for self and others 	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Data compliance and record keeping • Good knowledge of H & S procedures • A role in an organisation which has a safeguarding agenda 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Attitude and behaviours</p>	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Calm and resilient when working under pressure • A person of integrity and the ability to maintain confidentiality • Excellent attention to detail • Self-motivated with a flexible approach • Good communicator • Committed to safeguarding and promoting the welfare of children and young people • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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