

Job Description

Job Title:	Facilities Assistant
Reporting to:	Head of Estates and Facilities
Salary:	£10,188 to £11,036 (pro-rata salary)
Hours:	08:00 - 12.00 Monday to Friday, with flexibility to cover holiday at other times. (part-time)

Job Overview

To be part of the Facilities Team at Birmingham Ormiston Academy, the individual must be a team player, ensuring that the standards are kept to the very best and at the forefront of the educational sector.

Birmingham Ormiston Academy currently has two properties in central Birmingham. The post holder will normally be based at the Old Rep Theatre with occasional cover at BOA. Duties and responsibilities are as listed below.

Job Purpose

To provide efficient and effective facilities support to the Old Rep Theatre, ensuring that general appearance and repairs to the building and grounds are maintained in accordance with the required standards, and to support the theatre staff in the smooth operation of the building.

Duties and Responsibilities

Health and safety/Security

- To carry out weekly and monthly checks such as fire alarm tests and legionella management including maintaining appropriate records.
- Undertake risk assessments and COSHH procedures as appropriate, with the support of the Head of Estates and Facilities.
- To open and close the building on occasion as required, and set alarms.
- To deal with Fire alarm activations as required, and to assist with planned evacuations.
- To compile reports of incidents and accidents that may occur during the shift.
- To report emergencies in the case of faults with gas, electric and water supply to the Head of Estates as a matter of urgency.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.

Maintenance and Repair

- Painting and Decorating
 - The cleaning and decorating areas that may be affected by graffiti.
 - Making good paint work e.g. touching up scratch damage.
 - To undertake repairs, projects and redecoration tasks as appropriate.
 - To be able to undertake a schedule of refurbishment, operating to the required standard within set time scales.
- Joinery
 - First line maintenance of fixtures and fittings.
 - Minor repairs as a temporary measure after break-ins, vandalism etc.
 - Minor repairs to fixtures and fittings such as replacing locks.
 - Minor repairs to furniture, replacing doors, door furniture and window catches.
 - Minor improvements such as the erection of small shelves, display and notice boards.
 - Advise and/or undertake, where appropriate, renovation projects.
- Plumbing
 - Isolation or emergency repair to leaks or burst pipes
 - Removal of spillages and resultant stains from floors and other surfaces.
 - Unblocking sinks, traps and waste pipes.
 - Replacing washers and making required adjustments to taps.
 - Basic repairs to water and drainage pipework as required.
 - To carry out preventative maintenance and ensure that gullies, drains etc. are kept free from debris.
- Electrical
 - Change Light tubes, bulbs as required.
 - Reset power distribution fuses as required.
 - Change plugs as required.
 - Make safe damaged electrical equipment, isolate or remove as required.

General Duties

- To undertake portage tasks as required, including setting up and clearing away furniture, taking in deliveries and assisting theatre staff with moving large or heavy items.
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.
- To ensure that maintenance contractor complete the required log books and provide BOA with the work sheets for the services undertaken.
- To collect petty cash or float change from the local bank as required.
- Ensure that the Academy buildings are not wasteful in the use of Gas, Electricity or Water utilities.
- Promote the academies ethos in waste management and recycling.
- To be responsible for ensuring safe and clear pedestrian access to the Academy particularly in adverse weather conditions e.g. snow clearing, gritting.
- To provide excellent customer service skills to all building users.
- Any other appropriate tasks as requested by your line manager.

Generic

- To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Head of Estates and Facilities
- Be aware of and support equal opportunities for all and appreciate and support the role of other professionals.
- To undertake any other duties commensurate with the grade, deemed necessary at a particular time to ensure the smooth running of the Academy.
- To adhere to the ethos of the Academy:
 - to promote the agreed vision and aims of the Academy.
 - to set an example of personal integrity and professionalism.
 - to attend and participate in relevant meetings as required.