



ROUGEMONT SCHOOL

JOB DESCRIPTION: WEEKEND FACILITIES ASSISTANT

REPORTING TO: Facilities and Data Protection Manager

REPORTS: None

PURPOSE OF THE ROLE To provide assistance for lettings, carry out general maintenance and cleaning tasks and maintain the safety and security of the School

MAIN DUTIES

1 Provide assistance for lettings

- I. Unlock sports areas and halls used by external clubs at the agreed times
- II. Ensure any equipment required for lettings is available and in good condition
- III. Provide assistance to visitors and politely and efficiently respond to any queries they may have. Note any comments/complaints for the Facilities and Data Protection Manager

2 Health and Safety

- i. Monitor the use of the facilities and equipment to ensure that they are being used correctly, safely and with respect and inform the Facilities and Data Protection Manager about any ongoing issues
- ii. Regularly check and replenish toilet areas to ensure they are equipped with adequate supplies of soap, toilet paper and towels and are clean
- iii. Ensure that there are no tripping/slipping hazards: sweep the halls and outside areas, pick up litter, remove any debris and weeds, snow and ice from paths and promptly mop up any spillages/leaks
- iv. Clear gullies, drains and drain gratings to avoid floods and leaks. Be aware of the location of all stopcocks and meters
- v. Ensure clear passages are maintained on fire escape routes

- vi. Carry out general repairs: fix any loose screws in furniture and fittings and any toilet flush problems; replace any missing or broken basin plugs/chains and toilet roll holders
- vii. Ensure areas are well lit: replace light bulbs, if necessary
- viii. If a hazard cannot be made safe straightaway, ensure the area is cordoned off and that visitors are aware of the hazard, and report to the Facilities and Data Protection Manager.
- ix. Report any equipment defects to the Facilities and Data Protection Manager
- x. Clean areas and facilities used by clubs/visitors after the events/activities
- xi. Liaise with any contractors undertaking work on Site and raise any health and safety concerns with the Facilities and Data Protection Manager

3 Security Duties

- i. During events/activities at the School, be a visible presence to promote order and good behaviour and monitor behaviour
- ii. Monitor the use of the carparks and ensure no unauthorised parking of vehicles
- iii. Allow only authorised visitors to be on Site: firmly but politely ask any trespassers to leave and contact the Facilities and Data Protection Manager or the Director of Business and Finance (and if necessary the Police) if there is resistance
- iv. Log attendance times of external clubs using facilities and ensure that they leave on time and any lighting etc is switched off at the correct times
- v. Monitor and protect property and facilities against criminal activity and damage by patrolling the School site to inspect buildings, equipment and access points to detect signs of damage, and operating the closed circuit monitoring system
- vi. Record all suspicious incidents, criminal behaviour or accidental damage, and immediately contact the Facilities and Data Protection Manager or Director of Business and Finance (and the Police, if necessary) if an urgent serious incident arises
- vii. At the end of each shift, ensure that gates, buildings and windows are locked
- viii. Manage the alarm system: activate and deactivate alarms, respond and investigate when the system is set off and arrange for the system to be reset, and liaise with the alarm monitoring company about any system faults

4 General Duties

- i. At the beginning of a shift, read the most recent entries in the Facilities Section log to be aware of any incidents and be prepared to deal with any on-going issues
- ii. Prepare for and deal with events, lettings and external users, by moving furniture, setting up/taking down equipment, dismantling rooms/halls and operating floodlights
- iii. Receive any goods delivered to the School and take them to the appropriate place for storage
- iv. Empty bins and take rubbish to the designated area, and inform the Facilities and Data Protection Manager when skips/containers should be emptied
- v. Carry out general weeding of flower beds/pots and paved areas to maintain the appearance of the School
- vi. Carry out painting tasks, as directed by the Facilities and Data Protection Manager