

SS JOHN FISHER & THOMAS MORE RC HIGH SCHOOL

NAME:	
JOB DESCRIPTION	
JOB TITLE	Facilities and development officer
GRADE	The Living Wage
CAR USER	Essential
RESPONSIBLE TO:	Headteacher, Assistant Headteacher responsible for Sports Development and Outside Spaces, Site Supervisor
STAFF RESPONSIBLE FOR:	N/A
SCOPE OF WORK: The main objectives to be achieved by the Postholder	
<p>To act as a key holder, carrying out security procedures and preparation of school premises for out of school activities and to operate a booking in/out system for external hirers of the premises.</p> <p>To assist with the promotion and implementation of evening and weekend sports development programmes.</p> <p>To undertake general maintenance work of the school grounds and sports fields to ensure that they are maintained in a tidy, presentable and safe state at all times, as directed by school management.</p> <p>The post-holder may also, from time to time, be expected to undertake minor DIY and maintenance.</p>	
MAIN ACTIVITIES: What the Postholder will actually do	
What prescribed duties the postholder will have	
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts.</p> <p>Security and Supervision</p> <ul style="list-style-type: none"> • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine opening of premises and grounds and the setting of the burglar alarm(s) when necessary and ensuring all facilities used are locked at the end of the evening/day • To act as first point of contact for hirers of the premises when the school is not in session and to operate a booking in/out system. <p>Grounds Duties</p> <ul style="list-style-type: none"> • Maintain the 3G pitch, using motorised equipment as appropriate. • Ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times. <p>Other Duties</p> <ul style="list-style-type: none"> • Preparing the school premises and site for out of school activities and clearing up after these activities. • Assist with promotion and implementation of planned sports development programmes • Assist in the collection and disposal of all refuse and ensure the 3G pitch, Sports Hall and changing rooms are free of litter and graffiti. • Undertaking appropriate training. • To assist the Headteacher, senior management and Governors in the promotion of the school premises to the outside community. 	

Health and Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee of the school.
- Reporting of any Health and Safety issues to the School Business Manager or Senior Site Supervisor.

General

- To fully participate in the School's appraisal scheme where appropriate.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Additional supporting information specific to this post

- Must be physically fit, able to bend, lift and use ladders, use powered or motorised equipment, etc

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Agreed by:

Date: