

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Assistant Facilities Manager
<b>DIVISION/UNIT:</b>	Facilities Services
<b>GRADE:</b>	8
<b>RESPONSIBLE TO:</b>	Facilities Area Manager
<b>RESPONSIBLE FOR:</b>	Facilities Assistants Lead Cleaners School Cleaners/School Cleaner Keyholders School Crossing Patrollers

### **Job Purpose**

To supervise and monitor the facilities service operations on a day to day basis and to participate in the development of the facilities services provided (i.e. Cleaning, Janitorial & School Crossing Patrol services), working within a designated geographical area under the direction of the Facilities Area Manager to provide a quality service.

### **Main Duties and Responsibilities**

1. Ensure that safe working practices are adhered to, in accordance with Health and Safety legislation and Tayside Contracts' Occupational Health and Safety policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide direction and management of the teams in your given area through the formal application of employment policies.
5. Provide a consistent and efficient level of janitorial, cleaning and school crossing patrol services within your given area and ensure rotas are designed and implemented for all schools within your area.
6. Ensure that the facilities services are provided in accordance with partnership agreement. Apply agreed operating procedures and maintain clearly defined operational standards associated with the facilities services functions.
7. Assist the Facilities Area Manager in the application of all statutory requirements and codes of practice adopted by Tayside Contracts, including Safe Working Arrangements, Risk Assessments, Site Specific Risk Assessments, COSHH and general Health and Safety.
8. Plan, schedule and monitor the work of Facilities Assistants and cleaning teams to meet the needs of the service and achieve pre-determined targets.

9. Responsible for the recruitment of front-line employees in accordance with the agreed procedures.
10. Undertake the effective and timeous implementation of the annual Tay Review process in relation to direct reports and ensure that training needs identified are timeously and appropriately addressed.
11. Conduct regular team briefings and participate in other regular communications as appropriate.
12. Assist the Facilities Area Manager to ensure the accuracy of all operational documentation in relation to new starts, terminations, training sheets etc, forwarding all completed documentation to the appropriate person in good time.
13. Monitor spends at Unit level for all resources including labour/materials, etc for all establishments and ensure accuracy of timesheets (prior to authorisation) and other documentation, reporting any anomalies to the Facilities Area Manager.
14. Undertake on-the-job training of new employees in the absence of the Facilities Assistant.
15. Participate in management of the Quality Assurance Systems for Cleaning, Janitorial and Crossing Patrol services by using the hand-held recording device/electronic system.
16. In the absence of Facilities Assistant act as initial point of contact for complaints, conducting preliminary inspections and liaising between with the Head Teacher or Business Manager.
17. Ensure and control adequate supply of stock and materials to be kept on-site and that usage levels are adhered to, that any abuse of stock or materials are identified and appropriate action taken when necessary.
18. Ensure that the Facilities Assistants liaise with the relevant departments of the Council, concerned with maintaining the premises, by undertaking initial checks or inspections and the various administrative procedures relating to maintenance activities, energy conservation, fire safety and anti-vandalism measures.
19. Visit premises on a planned basis to monitor service needs, liaising with Facilities Assistants to identify any productivity issues and refer to the Facilities Area Manager.
20. Identify any requirements for a variation to the partnership agreement on a unit by unit basis and pursue the variation to specification as necessary and as directed by the Facilities Area Manager.

**NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>