

Job Title: Facilities Coordinator	Reports to: Head of Estates, Resources and Production
Location: South	Direct Reports: Resident Cleaners
Department: Facilities	Contract: Temporary 2 month-rolling contract
Salary: £20,000 to £22,000 pro rata	Hours: 40 hours per week

Key Responsibilities

Security:

- Unlocking-currently the building is unlocked by the morning cleaner but in emergencies the Facilities Co-ordinator will be required to cover this function
- Opening and closing, unlocking and locking of school offices, studios and buildings
- Closing the school for evening use at times arranged by the OP's team
- Monitoring and administering CCTV system
- Unsetting and setting of school alarm systems
- Responding to, and resetting of, the school alarm, liaising with the police and alarm company
- Checking and securing the school premises subsequent to out of hours intruder
- Register as main Key Holder and be the first point of contact in an emergency callout situation
- Overall security of the school premises including the locking of all windows and doors
- You may be called out at unsociable hours or at weekends to deal with security
- Problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends

Production:

- Assist and support the Production Department with carpentry and set building
- Assist the Production Department where appropriate and support with work that requires more than one person present

General

- Returning to school before shifts if required
- Overhaul of Great Hall floor on an annual basis
- Upkeep and general care of the school
- Ensuring that external rubbish is stored appropriately
- Cleaning and tidying of the internal school building in designated areas - as per plan
- Cleaning of internal glass, internal and external door glass and internal side of external windows
- Cleaning of external windows at ground level
- To empty internal communal rubbish bins daily and work with students on recycling initiatives.
- Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of toiletries is carried out
- General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example)
- Appropriate painting and redecoration on a cyclical basis
- General portorage duties and moving of furniture
- Assisting teaching staff with simple tasks preparing studios for teaching as requested
- Checking damage/security every morning on arrival at the premises
- Lettings as required - opening, closing and general duties
- Preparation of Great Hall for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level
- Report any defects of building, furniture, fittings and equipment to the OP's team
- Produce a Termly report for the Principal & Trustees re: Health and Safety issues and Building Maintenance
- Monitor the work of contractors working on site
- Supervision of cleaning staff and monitoring of cleaning standards
- Assist in the appointment and interviewing of cleaning staff
- Compilation of work duties and rotas of cleaning staff
- Completion of daily time sheets and completion of daily diary
- Heating, Lighting and Water maintenance

- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Turning off and on of auto-flushing units each evening and morning respectively during school time and holiday periods
- Read Gas, Electric and Water meters as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required
- Ensure that the boiler houses are tidy and that no flammable materials are stored there
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet
- Any other work requested by, and deemed appropriate by, the Principal and by agreement

The above responsibilities describe the present requirements of the role and are subject to change in the light of ALRA's ongoing development. They may be varied or added to following consultation between the Board of Trustees and the Principal.