

**NORTHERN SCHOOL OF CONTEMPORARY DANCE
JOB DESCRIPTION**

POST: Facilities Officer

REPORTING TO: Facilities Manager

DUTIES:

1. To work a shift system to cover the agreed building opening times, under the direction of the Facilities Manager, to carry out the duties listed below, bearing full responsibility for these duties when alone on shift.
2. To ensure that the security of the site(s) is always maintained through a methodical daily security routine, operation of security alarms, vigilance against intruders. Locking and unlocking of School buildings in accordance with detailed procedures at the start and end of each day, including liaison with the school's security guard, attendance at reception / security desk as and when required.
3. To ensure that the site(s) is open promptly for the days scheduled activity and in suitable condition for use each School Day, and that access to the site(s) is available. The school premises should be kept clean, tidy and fit for purpose at all times, adhering to all health and safety regulations.
4. To maintain the exterior areas, including general gardening and tidying, keeping paths, car parks and exterior hard surfaces clean and free from litter, ice and snow. Ensure litter and smoking bins are emptied regularly.
5. To ensure toilets and changing rooms are well stocked with soap, toilet rolls, hand towels. Monitor cleanliness and ensure that the bathroom facilities are in good working order and ready for use.
6. To ensure that contract cleaning staff are completing their cleaning duties to a high standard and liaise with the cleaning staff where necessary. Ensure that adequate cleaning materials are available and report any shortfall in stock to the Facilities Manager. To undertake any urgent cleaning required when cleaning staff are not on site.
7. To ensure that furniture, props, screens, computers. are set out in the manner required for School activities – e.g. academic activities, assessments, open days, auditions, meetings, events. The equipment should be moved back to the storage location as soon as possible after the event.
8. To arrange the movement of items of furniture, incoming goods and deliveries. as requested by members of staff, students and other approved visitors.
9. To ensure the heating system is operating effectively and that the building is at an appropriate temperature and to exercise economy in the provision of lighting and heating, while ensuring satisfactory levels of comfort are maintained in the school buildings.
10. To participate in the operation of the fire alarm system, whilst on duty, and investigate promptly any cases of fire alarm activation. To assist in School fire alarm drills, as and when required, this includes Fire Marshall duties. To carry out weekly tests of call points on a rotational basis and record in the log. All fire equipment and signage should be regularly checked and updated as necessary, together with all fire exits being free of obstruction.
11. To attend the school out of hours in the event that the fire or intruder alarms are activated, or

any other issue is notified. All facilities staff have responsibility to be available to attend as part of the out of hours call out rota.

12. To carry out routine maintenance tasks throughout the school – e.g. upkeep of pianos, lighting, roof maintenance, gutter/drain clearing, checking water quality, Legionella programme, at certain times of the year.
13. To be responsible for carrying out minor repairs and maintenance on a timely basis, keeping a log of when the need was identified and then rectified. Any larger scale projects which cannot be carried out in-house need to be brought to the attention of the Facilities Manager promptly for their assessment.
14. To carry out re-decoration and refurbishment of the site(s) buildings, as and when required, with larger scale projects being undertaken by external contractors as determined by the Facilities Manager.
15. To assist with management of external contractors who attend site for repairs, maintenance and servicing by monitoring activity and accompanying where necessary.
16. To collect and deliver any parcels, goods and equipment as required to and from off-site locations as directed by the Facilities Manager. Must be able to drive and provide own transport for which appropriate insurance will be taken out.
17. To ensure Health & Safety matters are adhered to in all aspects of facilities, cleaning and maintenance duties; ensuring that the correct clothing and protective equipment which is provided is used as necessary. Health & Safety training will be provided.
18. To act as one of the school's recognised qualified first-aiders, full First Aid training will be given if needed. The first-aid equipment and stock should be monitored and replenished where needed.
19. To carry out any other relevant duties as and when requested or required.

General

- Undertake staff development where necessary;
- To follow the School's Code of Practice in matters such as Health and Safety, Equal Opportunities and Safeguarding;
- Follow all agreed Quality Assurance systems within the School;
- Any other duties as required.

PERSON SPECIFICATION – Facilities Officer

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Paid and unpaid experience may both be relevant. The post holder undertakes a varied role, needing a variety of skills and qualities:

Criteria	
Education/ Qualifications	<ul style="list-style-type: none"> • Health and Safety (Manual Handling / Working at Height) • Basic Computer, Maths and English Skills • Hold a clean UK Driving Licence (access to own transport, desirable) • First Aid at Work Certificate (training can be provided)
Experience	<ul style="list-style-type: none"> • Relevant experience of working in facilities or an equivalent role. • Knowledge and understanding of the basic principles of site management. • Know the importance of health and safety requirements.
Skills Required	<ul style="list-style-type: none"> • Competent at using practical skills to improve the buildings and their contents as necessary, such as painting, joinery, basic plumbing. • A basic knowledge of computer systems to access emails and to keep basic records. • Know how to carry out repairs and maintenance of defective resources. • Have the ability to work within described procedures along with responding to day-to-day problems, which will involve giving advice and guidance and/or assistance. • The ability to operate within a range of readily understood rules and requirements, procedures and techniques. • Have the ability to undertake planned work and where necessary take the initiative to deal with work activities in a flexible way to suit the varying needs of the school on a day-to-day basis. • Be able to operate a variety of tools and machinery, • Be able to undertake all duties which may at times be physically demanding.
Personal Requirements	<ul style="list-style-type: none"> • Versatile and practical; • Honest and reliable; • Vigilant and tactful; • Methodical and dependable regarding site security. • Be able to bend, stretch, lift • Be able to work at height • Be able to show initiative • Be able to prioritise different needs of the role and the requirements of colleagues and senior management.
Safeguarding	Have proven knowledge, skills, experience and qualifications and any other requirements needed to perform the role in relation to working with students and vulnerable adults.

TERMS AND CONDITIONS

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

Place of Employment:	NSCD, 98 Chapeltown Road, Leeds, LS7 4BH
Remuneration:	£23,795 (Plus on-call allowance).
Working Hours:	40 hours per week
	The School has a regular shift pattern operating both morning and afternoon/evening shifts during the week. However, some late evening and weekend cover may be required.
Contract:	Permanent
Probation:	6 months
Leave entitlement:	25 days, plus 8 bank holidays and up to 3 discretionary days between Christmas and New Year.
Period of notice:	1 month on either side
Pension:	Local Government Pension Scheme (West Yorkshire Pension Scheme)

Equal Opportunities

The school is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

Equality, Equity, Diversity and Inclusion

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunity employer, we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

Safeguarding

NSCD follows Safeguarding provision, and all staff require a full DBS check. NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment.

Health and Safety

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

Environment & Sustainability

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of the School's Environment and Sustainability Policy.

Facilities Officer 2024