The Highland Council

Job Description

Service: Property & Housing **Section:** Property & Facilities Management

Job Title: Facilities Assistant 2

Grade and Salary: HC04 (25 hpw) £19,084 - £20,891 per annum

Location:

Responsible to: Area Facilities Supervisor / Facilities Team Leader (line management) (and day to day liaison with Head Teacher/Responsible Premises Officer)

Job Purpose: To assist the Area Facilities Supervisor / Team leader in the provision of an effective Facilities Management Service with regards to property management, building access and egress, maintenance, health & safety and cleaning activities.

Key Duties and Responsibilities:

General

- Work in close co-operation with the Area Facilities Supervisor/ Facilities Team leader, Head Teacher (HT)/ Responsible Premises Officer (RPO), external agencies and other Council staff specifically with Property Maintenance Officers (MO) to ensure the delivery of an efficient FM operation and to meet establishment needs.
- Responsible for ensuring that all jobs and tasks undertaken comply with service operational procedures, work instructions, and in accordance with Council policies and procedures.
- The ordering, issuing, effective stock control and safe use of materials and equipment using the necessary documentation as issued by the Service/Council.
- To work a flexible working pattern, this may include evening and weekend shifts as required.
- To observe the highest standards of hygiene, courtesy, language, moral and general behaviour.
- The successful applicant is liable to be involved in strenuous activity e.g. operation of powered equipment, lifting and handling, climbing of stairs.

Operational Area • Porterage duties, this includes the movement of furniture & equipment and the transportation of equipment & furniture between Council establishments as required. • Ensure deliveries are checked into buildings and delivery to appropriate personnel or storage area(s).

- General and emergency cleaning as required, including environs and grounds e.g. removal of graffiti, body fluid spillages, accidental spillages.

- Grounds and boundaries; collection and disposal of litter and leaves, general clean-up of grounds including paths, walk ways, car park; trimming of bushes and shrubs.

- To ensure buildings and surroundings are kept safe in bad weather, including gritting and snow clearing of main paths and car park areas.

- Waste and recycling; emptying of general receptacles as required and disposal to pre-arranged collection points.

- To assist in the supervision/monitoring of cleaning staff (as and when directed by service management).

- As appropriate ensure that catering and cleaning equipment and machines are maintained and serviced by contractors in line with manufacturers recommendations. • To arrange the collection and return of Education mini-buses/s to garage i.e. mot, service appointments.

- Cleaning of ground floor windows.
- Maintenance of wooden floors.
- To service school lets during term-time and school holiday periods including preparation, setting up and clearing rooms, pitches and equipment.

- Carry out approved tasks as instructed by Team Leader e.g. assemble play equipment and waste recycling units; repairs to furniture.

Property Management

- As instructed carry out regular Building condition checks on behalf of the HT/ RPO and report any defects to the HT/RPO and MO.
- Ensure that property and equipment related risk assessments are in place.
- Carry out routine checks as specified in building risk assessments (relative to asbestos, water, gas, oil and electricity) and record actions/findings as necessary.
- Ensure that asbestos management plan tasks are maintained and any changes reported to the RPO.
- Completion of accurate records of the fabric and condition of buildings are maintained within establishments and the reporting of maintenance work required.
- To ensure contractors have access to establishments to repair, inspect and the signing of completed worksheets as required.
- The open/close of establishments as appropriate ensuring access and egress for authorised personnel and visitors.
- Key holding responsibilities including being able to respond to emergencies e.g. in the event of breach of security, lift breakdowns, fire, flood and vandalism .Liaise with emergency services when properties are used as civil emergency centres.
- Ensure the efficient use of energy and systems within establishments.
- Operation, monitoring and checks of security and fire alarm systems.
- The reporting of pest control incidents.
- Monitor PAT testing on behalf of the HT/RPO.

Health & Safety

- Emergency First Aider.
- Attend training as required for operational needs or compliance with legislation or Highland Council corporate requirements.
- To ensure accidents, incidents and potential hazards are recorded and reported in line with Council procedure.
- To ensure full compliance and adherence with all relevant health & safety legislation, risk assessments and COSHH regulations.
- To co-operate in the implementation of the Council's Health & Safety Policy by acting in the course of employment with due care for personal safety and that of others, who may be affected by their acts or omissions at work. Co-operating, so far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any Health & Safety legislations that may be in force.

Other Duties: The post holder may be required to perform duties appropriate to the post, other than those given in the Job Specification. The particular duties and responsibilities to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variation it will be necessary to update this Job Specification from time to time.

Special Conditions: This post is subject to an enhanced disclosure check (PVG)

Date: July 2025

The Highland Council

Person Specification

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Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**

- Experience of working in a facilities management service in a Local Authority, educational or similar environment • Experience in dealing with security duties
- Experience of Health & Safety legislation within a working environment

2. **EDUCATION AND QUALIFICATIONS –**

- A competent standard of literacy and numeracy
- First Aid qualification or prepared to undergo training
- Valid Driving Licence

3. **SKILLS/ATTRIBUTES GENERAL –**

- Ability to accept responsibility and be adaptable to meet service needs
- Ability to assess and communicate/respond to building users
- Ability to use own initiative and work independently or as part of a team
- Ability to complete paperwork accurately and function to deadlines
- Ability to undertake programme of training relevant to job

4. **SKILLS/ABILITIES SPECIFIC TO THE POST** –

- Ability to use IT applications, in particular e-mail and Microsoft Word & Excel
- Knowledge of cleaning methods, materials and machinery
- Ability to work unsocial hours and shift patterns
- Ability to work periodically in unpleasant conditions inside & outside

5. **INTERPERSONAL AND SOCIAL SKILLS –**

- Ability to communicate effectively both orally and in writing