

# Job Description



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|--------------------------------------------------|--------------------------------------------------------|--------------------------------------|
| <b>Job Title:</b><br>Facilities Operative        | <b>Service Area:</b><br>Our Newham – Learning & Skills |                                      |
| <b>Directorate:</b><br>Community Wealth Building | <b>Post Number:</b>                                    | <b>Evaluation Number:</b><br>JE 6661 |
| <b>Grade:</b> APT&C Scale 5                      | <b>Date last updated:</b> July 2021                    |                                      |

## Background

### Newham Community Wealth Building

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

The introduction of Towards a Better Newham: Recovery and Reorientation Strategy places the health, happiness and wellbeing of residents as central to our aspirations for Our Newham – Learning & Skills.

## Overall Purpose of Job

To be responsible to the Operational Lead for the maintenance, cleaning, security, heating, health & safety and other general site services within the premises.

## Job Context

Our Newham – Learning & Skills operates across Newham in various centres. The post-holder will be responsible for the planned and ad-hoc maintenance, cleaning and security of ONLS centre(s).

## Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To be responsible for the annual planned and ad hoc maintenance and upkeep of the premises – the buildings and grounds – including determining in

accordance with established guidelines whether repairs/maintenance should be undertaken directly or to liaise with the Operational Lead whether to request contract services.

2. To carry out a wide range of handyperson duties using various skills within the post-holders capability and to undertake the direct repair of fabric, services and fittings within recognised competence levels. This includes:
  - a. Painting & Decorating
  - b. Gardening/Grounds Maintenance
  - c. Litter Picking
  - d. Plumbing
  - e. Carpentry
  - f. Minor Electrical works i.e. bulb changing, plug changing etc
3. To carry out daily cleaning of the centre and grounds in accordance to established specification and to be responsible for all emergency cleaning.
4. Where applicable, to monitor and supervise the performance of contract cleaning staff.
5. To be the client monitoring officer in relation to contractors and contracts, ensuring that contract specification is achieved and that any errors or omissions are remedied speedily
6. To liaise with the relevant services and contractors with regard to queries concerning the level of service provided, to contribute to the monitoring and regular review of all major contracts and services provided to the establishment.
7. To be responsible for ensuring the safe and efficient operation of all mechanical, electrical, heating and water services on the premises, including where appropriate lifts. To take appropriate action to ensure and monitor proper and safe levels of lighting, heating and ventilation.
8. To be responsible for the opening and closing of the premises and to be the main named premises key holder and to be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the Council's guidance and procedures on security and the use of alarm systems, that there is an appropriate system of key-holding management, that periodic reviews of site security are conducted and that appropriate action is followed through; to liaise with Our Newham – Learning & Skills Senior Officers and other Council staff as appropriate.
9. To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment and the safe storage of any potentially harmful material and that there is appropriate and effective signposting.
10. To supervise staff under the post-holder's control and assisting in identifying their training requirements.
11. To operate the Centre's administrative systems with regard to the ordering of stock, the checking of invoices, the preparation of estimates and undertaking stock checks within the post-holder's sphere of responsibility.

12. To ensure that appropriate arrangements are made and records maintained for authorised users of the site's facilities and buildings; to manage and operate systems of staff cover for lettings and other out-of-hours usage of the premises.
13. To work on own initiative, particularly during Adult Learning holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the premises/site; to liaise with other council services; to provide appropriate information to Operational Lead as required.
14. To ensure the movement of furniture, supplies, equipment and resources etc., where required to facilitate the operation of classes, centre and service and to arrange for access to the site by authorised persons.
15. To interrogate and update data on computerised systems in accordance with agreed procedures.
16. To cover reception on an ad-hoc basis as required.
17. To promote the service positively and enthusiastically as and when required.
18. To work as directed by the Operational Lead within a range of area offices as required.
19. To undertake such other duties, commensurate with the grade of the post, as may be required from time to time.
20. NOTE: The duties of this post involves working outside normal hours, including evenings, weekends and bank holidays, as necessary.

# Personal Specification



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|--------------------------------------------------|------------------------------------------------------|---------------------|
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| <b>Directorate:</b><br>Community Wealth Building | <b>Post Number:</b>                                  | <b>Directorate:</b> |
| <b>Grade:</b> APT&C Scale 5                      | <b>Date last updated:</b> July 2021                  |                     |

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| CRITERIA                                                          | METHOD OF ASSESSMENT       |
|-------------------------------------------------------------------|----------------------------|
| <b>KNOWLEDGE:</b>                                                 |                            |
| Knowledge of line management responsibilities.                    | Application Form/Interview |
| Knowledge or experience of building and grounds maintenance.      | Application Form/Interview |
| Knowledge of Health and Safety processes and procedures including | Application Form/Interview |

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| CoSSH and RIDDOR                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                             |
| <b>QUALIFICATIONS:</b><br><br>First Aid at Work (desirable)<br><br>Full UK Driving Licence                                                                                                                                                                                                                                                                                                                                                                       | Application Form/Interview/Certificate<br><br>Application Form/Interview/Certificate                                                                                                        |
| <b>EXPERIENCE:</b><br><br>Experience of Site Supervision in an educational establishment<br><br>Experience of managing contracts and contractors on site                                                                                                                                                                                                                                                                                                         | Application Form/Interview<br><br>Application Form/Interview                                                                                                                                |
| <b>SKILLS AND ABILITIES:</b><br><br>Ability and skills to carry out a range of handyman tasks<br><br>Ability to communicate throughout all levels of an organisation.<br><br>Good written and verbal communication skills.<br><br>Ability to organise tasks and workload independently and to demonstrate accountability in supervision.<br><br>Willingness and ability to work flexible hours including evenings and weekends to meet the service requirements. | Application Form/Interview/Test<br><br>Application Form/Interview/Test<br><br>Application Form/Interview/Test<br><br>Application Form/Interview/Test<br><br>Application Form/Interview/Test |
| <b>PERSONAL STYLE AND BEHAVIOUR:</b><br><br>Team player, with the ability to contribute towards the objectives of the Service.<br><br>Good interpersonal skills which are appropriate to working with the public                                                                                                                                                                                                                                                 | Application Form/Interview<br><br>Application Form/Interview                                                                                                                                |

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| <p>and other agencies.</p> <p>Confident, self motivated, with a high capacity of work.</p>      | <p>Application Form/Interview</p>                        |
| <p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check.</p> | <p>Satisfactory clearance at conditional offer stage</p> |