**Role Profile: Facilities & Events Coordinator**

**Purpose**

The post holder is required to oversee and coordinate the operations of internal facilities usage and external hire and general operational requirements at Downsend School (multi-site). This will include evenings and weekends on a shift basis, ensuring the school buildings and grounds are kept clean, safe and secure, in accordance with the operational needs of the school and any regulatory requirements.

This includes security, first aid and fire safety duties, cleaning and the management of service facilities and liaising with external hirers.

**Key Accountabilities**

* To liaise with the internal departments across the school ensuring that they have the resources they require to deliver the educational needs of the students.
* To communicate with the Facilities Manager to coordinate the required resources.
* To ensure the smooth operation of the facilities when in use by external hirers
* Coordinate bookings via the school hire system and any related administration.
* To ensure traffic flows freely around the site following the procedures and safety measures set out by the school.
* To follow procedures set out for the safety and security of the school premises including monitoring CCTV footage as requested.
* To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines. This includes the swimming pool area.
* To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the Facilities Manager.
* To be conscious of and comply with H&S legislation whilst discharging of duties and responsibilities. To report any concerns to the Facilities Manager.
* To be aware of your responsibilities regarding any critical incident and follow instructions given by the Senior Leadership Team at such a time.
* To provide support to the Facilities team and Transport Department within the School and across the Surrey Cluster when required.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * A practical hands on approach * Must possess good communication skills. * Ability to work as part of a team and on your own initiative. * Ability to work with enthusiasm and motivation without direct supervision or when part of a team. * Basic IT skills with the willing to work with bespoke software applications. |  |
| **Qualifications** | * First Aid at Work * Fire Marshall |  |
| **Experience** |  | * Working in an educational or leisure environment * General knowledge of managing hard and soft school related services * Full driving licence |
| **Other** | * To learn new skills, techniques and practices for various trades, health and safety and grounds maintenance * Effective time management * Ability to work under pressure. * Proactive approach | * Professionalism in your approach to work and tasks set |

**Key Stakeholders:**

**Internal – School Staff and Pupils**

**External – External Hirers and contractors**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**