

Facilities Officer



APPLICATION PACK

THE ROLE	Facilities Officer
START DATE	As soon as available
REPORTING TO	Estates & Facilities Manager
PACKAGE	£30-£35,000 depending on experience, free lunch during term time, generous holidays



Dear Applicant

Thank you for your interest in the role of Facilities Officer at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools).

A thriving and popular school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music,

the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the School is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

With our Prep and Pre-Prep settings based in St Johns Wood, and our Activity Centre at Canons Park the school is based across three sites.

As a registered charitable trust, Arnold House is overseen and supported by an

experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022 in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

Inspectors noted: 'Pupils are highly knowledgeable and have an avid thirst for learning.'

'Pupils are tolerant and highly inclusive. They show respect for one another in their positive interactions both in lessons and around the school.'

The report can be downloaded from www.arnoldhouse.co.uk/isi-inspection-reports

SUMMARY OF THE ROLE

We are looking for a dedicated Facilities Officer to join the Estates and Facilities team. The main purpose of the role is to ensure the maintenance, and security of our school's premises (across its three sites) and to ensure that rooms and spaces are ready and available for teaching and other activities (eg performances, auditions, exams etc). The Facilities Officer will work in a team of three, alongside the Caretaker and will report to the Estates & Facilities Manager.

We are looking for a well-organised, proactive Facilities Officer who relishes the challenges and opportunities that a busy school presents. The role will involve:

- Undertaking a range of day-to-day priorities, including but not limited to: house management, room setting and portering; Routine, planned minor and emergency maintenance; Security and reception; Cleaning and hygiene; Health & Safety; Postal services, goods receipt and despatch
- Undertaking any tasks or project work requested by the Estates & Facilities Manager
- Assisting contractors and agency staff as and when required
- Being a key holder for evening lock-up and morning opening routines

The ideal candidate will have proven experience in facilities management, excellent problem-solving skills, and

a strong understanding of building systems. A commitment to providing an outstanding learning environment is essential.

You will be a self-starter and ready for a hands-on role in a busy school environment.

We offer a competitive salary dependent on experience, 30 days' holiday in addition to public holidays, to be taken by arrangement with

the school, to enable oversight of building works when required and a contributory pension, free lunches during term time and a cycle to work scheme.

Working hours are likely to be 10am-6pm.



JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Normal working hours are 10am-6pm Monday to Friday, but some flexibility will be necessary for school events in the evenings

This is a non-exhaustive list of the duties:

GENERAL

- Deputise for the Estates & Facilities Manager as required.
- Be First Aid trained; deal with any first aid matters including administering first aid, ensuring all accidents and incidents are dealt with promptly and sympathetically and are properly recorded.
- Undertake any training or instruction deemed necessary for the efficient and effective performance of the post.
- If qualified, drive the School's

vehicles to destinations as required.

- Undertake any other duties as may reasonably be requested by staff from time to time.
- Dress appropriately to the requirements and tasks of the post (PPE is provided), and to wear office dress when on duty.

FACILITIES OFFICER ROUTINE

The overall duties of the Facilities team are to ensure the smooth and efficient running of Arnold House premises.

HOUSE MANAGEMENT

- Set out and re-form room layouts to special or standard requirements as appropriate.
- Provide / move / return furniture and equipment to and from rooms, and external locations as and when required.
- Maintain the appearance of the Arnold House School estate, keeping it in a clean and tidy condition, internally and externally, at all times.
- Ensure the premises are fully operational, open and available for



business throughout the working day.

- Liaise with and assist contractors and casual staff employed on specific work or events as required.
- Employ vigilance to monitor that all health and safety rules and procedures are correctly followed at all times and in all areas; take appropriate correcting action at the time and/or report any incident or breach immediately to the Estates & Facilities Manager.
- Take part in fire alarm testing procedures and evacuation exercises and monitor the fire alarm panel(s); taking action on the fire panel to obviate problems where necessary and as instructed.
- Check the Intruder alarm panel for faults and reset after activations (where appropriate to the site).
- Ensure that office equipment such as photocopiers and fax machines are working properly and supplied with paper/toner/cartridges etc., as necessary and liaise with suppliers to ensure breakdowns are resolved quickly.
- Check all areas at regular intervals to ensure that cleanliness and good housekeeping practices are maintained.

MAINTENANCE

- Investigate, record and report to Estates & Facilities Manager any problems relating to the day to day maintenance of Arnold House buildings or outdoor areas
- Carry out routine maintenance tasks relating to the fabric of the building(s), including minor plumbing faults and basic electrical care, e.g. reset distribution board failures; replace light bulbs and tubes, etc.
- Deal with problems relating to all forms of manual locks - room, locker, cabinet, window etc.
- Ensure that all toilets are in working order, including taps

SITE SECURITY

- Undertake security duties as required.
- When acting in a security capacity, check that all personnel entering the premises are bona fide staff, students or visitors.
- Keep keys under proper control at all times; sign keys out and in and 'chase' non-returned keys in good time.

POSTAL SERVICES, GOODS RECEIPT AND DESPATCH

- Undertake mail room duties in accordance with the published arrangements for mail distribution and ensure that internal and external post arrangements, including special deliveries and collections are carried out as required.
- Collect mail for despatch from designated locations as advised
- Receive parcels and other deliveries to Arnold House and convey them promptly to the nominated person or room.

HEALTH AND SAFETY

- Ensure that fire doors and fire escape corridors are maintained and kept clear of obstacles and that doors marked 'keep shut' or 'keep locked' are so maintained.
- Ensure that rubbish is not allowed to

proliferate but is removed from the premises as soon as practicable.

- The post holder is required to wear appropriate PPE whenever undertaking duties that require such protection.
- Ensure all compliance checks and planned maintenance events are logged

CLEANING AND HYGIENE

- Check periodically that all toilets are in working order, including WCs, urinals, taps and water services. Rectify problems where possible and report other issues to the Estates & Facilities Manager

FLEXIBILITY

- You may be occasionally required to undertake other reasonable duties.



PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of undertaking minor premises repairs	✓	
Recent and relevant professional development and commitment to ongoing development	✓	
Experience of basic administrative tasks and record keeping	✓	
Experience of working in a school environment		✓
Experience of writing premises-related risk assessments		✓
Experience of being a key holder	✓	
SKILLS AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent time management skills and ability to prioritise under pressure and meet deadlines	✓	
Ability to build positive working relationships with a wide range of people	✓	
Strong organisational skills	✓	
Readiness to attend school events, including on weekends on occasion	✓	
Ability to take action and use initiative to ensure the desired results are secured	✓	
Preparedness to be hands-on to deal with issues as they arise	✓	
Utmost trustworthiness and reliability and a flexible approach to the role	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 1st September 9am, although we will review applications as they arrive, and may appoint prior to the deadline

START DATE: As soon as available

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024.

