

## Members' Library Service Request Form

Date of Document	24/05/16
Originator	Joyce Marlow
Originator's Ref (if any)	
Document Title	Amendment to Facilities Management Services Structure – Senior Facilities Assistant at CP Unit, Knox Academy

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Additional information:

Authorised By	Jim Lamond
Designation	Head of CR
Date	29/06/16

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## **SERVICE REVIEW REPORT**

**REPORT TO:** Members' Library Service

**BY:** Depute Chief Executive - Partnerships And Community Services

**DATE:**

**SUBJECT:** Amendment to Facilities Management Services Structure – Senior Facilities Assistant at CP Unit, Knox Academy

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### **1 PURPOSE**

1.1 To seek Head of Council Resources approval under delegated powers for the establishment changes detailed in the body of the report as a consequence of changing service needs within the Facilities Management Services, Infrastructure Division of Partnerships and Community Services.

### **2 RECOMMENDATIONS**

2.1 To agree the changes to the staffing structure as outlined in the report.

### **3 BACKGROUND**

3.1 Facilities Management Services are responsible for delivering the cleaning and Janitorial services in all the Schools in East Lothian. The old Haddington Infants School has been refurbished to accommodate a new Communication Provision (CP Unit) in East Lothian for secondary aged pupils with autism and communication difficulties. The CP Unit will be part of Knox Academy and will provide places for pupils from across the county. This unit will have the capacity to accommodate up to 30 pupils, however when this units opens in August 2016 it is anticipated that there will be approximately 6 pupils who will attend this unit initially.

3.2 As a result, there is a requirement for Facilities Services to be carried out and the following post will deliver the services at the moment. When the pupil numbers increase this will result in increased working hours and costs and a further report will be carried out in line with the additional

costs as required and agreed by Education Department for recharging purposes.

- 1 x Senior Facilities Assistant 35 hours per week, 41 weeks per year.

3.3 The post is covered by an existing job outline/person specification evaluated by the service review team and signed off during the single status process

3.4 This report has been passed to Unison Trade Union under the terms of the Protocol for the Conduct of Service Reviews and Unison are supportive of the proposals outlined.

#### 4 **POLICY IMPLICATIONS**

4.1 There are no policy implications related to the content of this report.

#### 5 **INTEGRATED IMPACT ASSESSMENT**

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### 6 **DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS SCHEME**

6.1 A PVG on line assessment has been carried out and this post is considered as regulated work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

#### 7 **RESOURCE IMPLICATIONS**

7.1 **Financial** – The changes outlined will result in an increased cost of £23,095.00 which includes staffing, overheads and materials and added to the permanent staffing budget. This will be met within the Exceptional Needs Budget held within Education Department.

7.2 **Personnel** - HR and relevant Trades Unions are supportive of the proposals. The post will be recruited to in accordance with the Council's Recruitment and Selection Procedures.

7.3 **Other** – None

## 8 BACKGROUND PAPERS

### 8.1.1 Appendix 1 - Job Outline and Person Specification – Senior Facilities Assistant

<b>AUTHOR'S NAME</b>	Joyce Marlow
<b>DESIGNATION</b>	Service Manager – Facilities Management
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<b>DATE</b>	24 <sup>th</sup> May 2016

## Job Outline

<b>Post Title:</b>	Senior Facilities Assistant
<b>Service:</b>	Infrastructure – Facilities Management
<b>Location:</b>	As advertised
<b>Immediate Supervisor:</b>	Facilities Co-ordinator / Area Officer

### Purpose of Job:

Assist the Facilities Co-ordinator / Area Officer with the provision of an efficient and effective integrated facilities management service within East Lothian Council/Partner premises.

- Provide a helpful and proactive point of contact for customer and building users in carrying out a range of Facilities Management services within Council/Partner premises in accordance with the agreed quality standards and task schedules.
- Assist the premises Management in providing a safe and secure environment for all users ensuring all activities are carried out in accordance with recognised procedures and documented safe systems of work (e.g. COSHH) including the requirements of Health and Safety legislation and statutory regulations.
- Undertake a range of property management tasks across the premise, recording all activities and reporting of any faults in accordance with internal procedures and manufacturer's instructions.
- Provide a range of cleaning activities ensuring that all areas are clean, operationally safe and fit for use adopting established procedures, agreed guidelines, risk assessments and regulations, highlighting any improvements to service / cost which could be made
- Provide front line supervision and support to Facilities Assistants.
- Undertake various planned and unplanned cleaning activities within the building to the trained standard as instructed.
- Replenish toiletry ancillaries as required.
- Remove and dispose of all waste/rubbish using the appropriate receptacle in line with ELC recycling and environmental policies and procedures.
- Report defects/damages to the relevant person/department.
- Undertake general outside maintenance of building inclusive of stores/outbuildings.
- Carry out/assist in clearing paths of snow and grit as required and ensure the general maintenance/tidiness of all public & private areas within the premises responsible for (internal and external), including litter picking, removing broken glass and debris to ensure and maintain a safe environment for users of the premises.
- General portorage duties of all equipment within the premises, responsible for set up and take down of equipment as required to meet users' needs. Distribute appropriately/timeously and turn around ready for the next user.
- Daily checks and maintenance of equipment, carrying out minor repairs and arranging servicing / major repairs through Property Maintenance e.g. safety checks and minor repairs, checking of boilers and water heating systems and ensure that these areas are tidy and dust free
- Clean up body spills using the approved cleaning kits provided by ELC as required to

ensure a safe and clean environment for facility users.

- Test/record fire alarm equipment.
- Opening and closing of the premises & grounds to ensure access is available as and when required to meet business needs.
- Comply with training & procedures ensuring all relevant paperwork/documents are completed accurately and on time in accordance with statutory obligations and Council policies and procedures.
- Assist in Human Resource practices and procedures, e.g. recruitment & selection, sickness absence, disciplinary procedures and conduct, PRD, back to work meetings with all employees who report to directly to you.
- Carry out safe systems of work including due regard for Health and Safety issues and that all employees who report to you are trained to carry out the duties of the post.
- Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.
- Attend team meetings and participate in relevant employee training sessions required to undertake the duties and responsibilities of the post.
- Any other duties as directed by your line manager and appropriate to the grading of the post.

**Employee Responsibility:**

Facilities Assistants

**Essential Requirements for this Role:**

**Education:**

- A good general standard of education **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

**Disclosure Scotland:**

- **Dependent upon location** this role may require **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

**Scottish Social Services Council:**

- None

## PERSON SPECIFICATION

<b>Post Title:</b>	Senior Facilities Assistant
<b>Service:</b>	Infrastructure – Facilities Management
<b>Location:</b>	As advertised
<b>Immediate Supervisor:</b>	Facilities Co-ordinator / Area Officer

Attributes	Essential	Desirable
Education & Training	<p>A good general standard of education <b>and/or</b> able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.</p> <p><b>Dependent upon location</b> this role may require <b>PVG clearance</b> for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be <b>required prior to commencement.</b></p>	<p>BICS Cleaning Qualification or equivalent</p> <p>Basic Health and Safety training/certificate</p> <p>Current clean driving licence</p>
Previous Experience (Paid & Voluntary Work)	<p>Experience of dealing with the public in a customer focused environment.</p> <p>Previous supervisory experience</p> <p>Experience of providing cleaning duties in a commercial environment.</p> <p>Experience of carrying out basic repairs and general maintenance.</p>	<p>Working within an operational Facilities Management environment.</p> <p>Experience of basic clerical/admin tasks.</p>
Knowledge/ Skills /Competencies	<p>Knowledge of cleaning equipment and cleaning methods</p> <p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>	

	<p>Awareness of Health &amp; Safety and building security.</p> <p>Ability to prioritise conflicting workloads.</p>	
Personal Qualities	<p>Ability to work without close supervision.</p> <p>Ability to work flexibly as part of a team and on own initiative.</p> <p>Ability to work in a fast paced environment and meet deadlines.</p>	