



## JOB DESCRIPTION

**Job Title:** Facilities Assistant  
**Reports to:** Operations / Business Manager

### Overall Responsibilities:

- To assist the Operations/Business Manager in ensuring all aspects of the school sites, the maintenance of the buildings, grounds, vehicles and equipment is to a high standard, enabling the Schools to remain working efficiently and effectively
- To inform the Operations/Business Manager on all site contract issues, including health and safety
- To ensure the security, care and availability of the educational premises and its furniture, fittings and equipment
- To oversee cleaning staff, including co-ordination and delegation of relevant activities at Elstow
- To be a named key holder if required to attend the school in the event of an out of hours emergency
- To promote the efficient use of the Schools' assets to support their educational objectives.

### Main Duties:

#### Security

1. To have a full knowledge of the procedure for opening the school buildings and ensure the buildings are locked daily, with the intruder alarm activated or deactivated as required, while checking that all unnecessary lights and equipment have been switched off and windows closed and secured.
2. To patrol the School premises and property on foot with a view to ensuring the security of areas and providing a visible security presence.
3. To ensure that buildings are as safe and secure as possible particularly when operating late and weekend shifts.
4. To monitor, record and report all infringements of School policies to relevant staff.
5. To monitor the School CCTV systems in line with data protection procedures and to respond to any incidents, as required. To report any problems or defects with equipment, and liaise with the Police as required.

#### Portering

6. To provide a portering services between and to school departments, specifically to ensure that all parcels within the school are correctly delivered, and signed for, to relevant departments.
7. To action facilities requests as instructed.
8. To complete any office/classroom moves as required.
9. To empty all recycling and waste bins as required.

10. To set up rooms as required for school activities e.g. Open Days, exams, parent meetings etc.

### **Cleaning**

11. To respond to and deal with accidental spillages.
12. To clean the school washroom facilities as required.
13. To keep all school areas free from litter, including external areas.
14. To remove graffiti from all areas of the schools using appropriate cleaning methods and materials.
15. To ensure that there are sufficient stocks of toilet consumables items.

### **Grounds Maintenance**

16. To keep all hard landscaped areas, paths, playgrounds and car parks within the premises boundaries free from litter.
17. To undertake general grounds maintenance tasks where required, including grass-cutting, hedge trimming etc.
18. To ensure safe movements around the school; to clear entrances and pathways of any form of obstruction and during adverse weather conditions clear and treat walkways in the event of ice, snow or any other safety hazard.

### **Building Maintenance**

19. To carry out minor building repairs and works, for example fixing locks and door handles, changing light bulbs and minor decoration. Ensuring that stocks of site consumables, such as light bulbs and batteries are kept at a good level and accurate records are kept.
20. To co-ordinate emergency and planned repairs, liaising with external contractors and ensure they are all fully briefed on Health and Safety before completing any maintenance work; issuing site access cards, if required, and maintaining daily contact with them. Oversee building works and building/maintenance contractors ensuring they comply with Health and Safety regulations.
21. To conduct a weekly fire alarm check and provide support and assistance during fire evacuation procedures ensuring that these are in line with current fire regulations and School policy.
22. To monitor and maintain fire safety equipment as required.

### **Driving and Vehicles**

23. To drive school vehicles as required (including minibus trips for students), abiding by the Schools insurance and registration requirements for use.
24. To be responsible for arranging MOT's, road tax and regular services of school vehicles, ensuring, where possible, normal school functions are not impacted.
25. To keep a daily mileage record and assist in taking and retrieving vehicles from the service garage, if necessary.
26. To report any vehicle defects, faults, incidents and accidents to the Operations/Business Manager within in 24 hours of discovery.
27. To be responsible for the cleanliness of the vehicle inside and out.

### **Health and Safety**

28. To assist the Business Manager with ensuring that Health and Safety policies and procedures are followed in line with legislation, including carrying out statutory checks.
29. Assist with risk assessment as required.

30. To oversee fire, intruder and bomb evacuations as directed.

### **Other duties**

31. To provide cover at weekends as required meeting the needs of the schools and to organise the security around rental of the property by external organisations.
32. To undertake any other associated duties as appropriate from time to time assigned by the Operations/Business Manager.

### **Statutory duties:**

- **Safeguarding**  
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.
- **Equality and Diversity:**  
To be responsible for promoting equality and diversity in line with School procedures.
- **Health and Safety:**  
To be responsible for following health and safety requirements in line with School policy and procedures.
- **Training and development:**  
To participate proactively in training and development including qualification development required in the job role.



## PERSON SPECIFICATION

**Job Title:** Facilities Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• A good standard of education including literacy and numeracy to level 2.</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding training</li><li>• Equality and Diversity training</li><li>• First Aid at work qualification</li><li>• Manual handling training</li><li>• MIDAS training</li></ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable experience in a facilities or other similar operational role; with evidence of high performance in previous roles being required.</li><li>• Knowledge of the service provided and expected of a modern facilities management team.</li><li>• Experience of working with young people.</li><li>• Experience of dealing with a range of situations involving people of all age groups.</li><li>• Experience of working within written procedures and guidelines.</li></ul>	<ul style="list-style-type: none"><li>• Health and Safety awareness</li><li>• Environmental and sustainability awareness</li><li>• Previous work experience in an education environment.</li><li>• Previous construction industry / trade experience</li></ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively and confidently face to face, on the telephone and in writing</li><li>• Ability to work on own initiative and to support and assist team members.</li><li>• Ability to make a positive contribution to the team, valuing and respecting others' expertise.</li><li>• Ability to promote the School's outstanding reputation and carry out School business appropriately and professionally at all times.</li><li>• Ability to follow verbal and written instructions</li></ul>	<ul style="list-style-type: none"><li>• Effective IT and report writing skills</li></ul>

<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Flexible approach to role, hours, and place to work.</li> <li>• Reliable and punctual</li> <li>• Strong and proven work ethic</li> <li>• Current valid full driving licence</li> <li>• Ability to provide cover at weekends as required</li> <li>• Ability to be contacted by telephone occasionally at short notice</li> <li>• Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults</li> <li>• Willingness continuously to update skills and knowledge</li> <li>• Willingness to work at all locations where Advantage Schools operate</li> <li>• Must be a resilient character with a flexible approach to work</li> </ul>	<p>Clean driving licence preferable with either D1/D1 extension.</p>
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