JOB DESCRIPTION AND PERSON SPECIFICATION

LYNN GROVE ACADEMY
Creative Education Trust

Job Title	Facilities Assistant	**Location**	Lynn Grove Academy
Salary	NJC point 6 £26,847	**Hours**	37 hours, 52 weeks. 14:00 - 22:00, Mon - Thurs, 14:00 - 21:30 Fri
Department	Facilities and Estates	**Reports To**	Facilities Manager

JOB PURPOSE:

Supports the Facilities Manager in ensuring the school site runs smoothly and remains safe, clean, secure, and welcoming. Duties include sit and grounds maintenance, contractor coordination, security, cleaning, and general caretaking, as well as managing lets in the evening. Grants access to authorised contractors, ensuring awareness of site hazards in line with the Health & Safety at Work Act 1974. This hands on role covers maintenance, security, cleaning, porterage, and caretaking across the school site(s).

KEY RESPONSIBILITIES AND DUTIES:

Estates and Site Management

- Ensure smooth operation of lets in the evening, and making the car park safe and secure.
- Assist in all aspects of the Estates function, ensuring tasks are completed efficiently.
- Maintain buildings and grounds to ensure safety and security, especially during adverse weather.
- Support the efficient operation of utilities (heating, lighting, water, sewerage, refuse disposal).
- Assist with school vehicle usage and maintenance.

Compliance and Health & Safety

- Support statutory compliance checks (e.g. legionella, fire, electrical).
- Ensure all contractor work complies with Health & Safety regulations.
- Participate in Health & Safety inspections; report defects to the Operations Manager or Principal.
- Comply with COSHH regulations and all departmental Health & Safety procedures.
- Liaise with the Operations Manager to ensure compliance with legislation and best practice.

Cleaning and Hygiene

- Assist with cleaning operations across the site.
- Maintain hygienic conditions in designated areas.
- Replenish sanitary materials and ensure sanitary conditions are upheld.

Contractor and Service Provider Coordination

- Assist with access arrangements for contractors and service providers.
- Ensure contractors are aware of site hazards and follow safety protocols.

Teamwork and Flexibility

- Work flexibly to meet school needs, including emergencies and day-to-day tasks.
- Participate in CPD (Continuous Professional Development) events.
- Contribute to a responsive Facilities Team culture.

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- Participate in staffing rotas covering holidays, out-of-hours events, emergency callouts, weekends, and absences.

Student Interaction and Behaviour Support

- Promote positive student behaviour (e.g. orderly movement, punctuality).
- Engage with students to reinforce responsible behaviour and challenge negative behaviour.
- Support student wellbeing and safeguarding.
- Recognise and reward student success.
- Uphold school policies consistently (e.g. behaviour, mobile phones, uniform, etc.).

Confidentiality and Data Protection

- Treat student and staff information sensitively.
- Adhere to GDPR and respect confidentiality at all times.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• Good English and Maths skills, preferably to GCSE Grade 3 or equivalent.	• Full and appropriate driving licence (Minibus D1/MIDAS). • First Aider or willingness to undertake suitable training.
EXPERIENCE	• Experience working in a maintenance environment. • Willingness to carry out routine maintenance tasks and basic refurbishment work.	
KNOWLEDGE AND UNDERSTANDING	• Basic ICT skills, with knowledge of Microsoft Office packages including Outlook, Word, and Excel. • Good understanding and experience of health and safety in the workplace. • An understanding of young people and the ability to communicate with them tactfully and with respect.	
SKILLS AND PERSONAL ATTRIBUTES	• Team player, flexibility, willing to work outside the core hours and during weekends according to the requirements	

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	of the Academy, both on a roster and on call basis. • Ability to cope with a diverse range of duties and responsibilities, some of which will require non-standard attendance patterns.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.