

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Facilities Assistant	Location	Lynn Grove Academy
Salary	NJC Scale Point 5 – 6	Hours	37
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 site and grounds maintenance, contractor coordination, security, cleaning, and general caretaking. 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, portage, and caretaking across the school site(s). **Hours for this role will be Monday – Thursday 2pm – 10pm and Friday 2pm – 9:30pm.**

KEY RESPONSIBILITIES AND DUTIES:

Estates & Site Management:

- 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 & Health and 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 & Hygiene:

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

Contractor & Service Provider Coordination:

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

Teamwork & Flexibility:

- Work flexibly to meet school needs, including emergencies and day-to-day tasks.
- Participate in CPD (Continuing Professional Development) events.
- Contribute to a responsive Facilities Team culture.
- Participate in staffing rotas covering holidays, out-of-hours events, emergency callouts, weekends, and absences.

Student Interaction & Behaviour Support:

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- 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).

Confidentiality & Data Protection:

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

This 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	<ul style="list-style-type: none"> • Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent. 	<ul style="list-style-type: none"> • Full and appropriate driving license (Minibus D1/MIDAS) • First Aider or willingness to undertake suitable training.
EXPERIENCE	<ul style="list-style-type: none"> • Experience working in a maintenance environment, willingness to carry out routine maintenance tasks and basic refurbishment work. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Team player, Flexibility, willing to work outside core hours and during weekends according to the requirements 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. 	

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	<ul style="list-style-type: none">• A demonstrable commitment to supporting and promoting safeguarding, equality and diversity.• Strong interpersonal skills and excellent oral and written communication.• The post holder must be able to meet the physical demands of the role.• Willingness to participate in Continued Professional Development (CPD).	
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.