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|  |  **JOB DESCRIPTION** |

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| Job title: | Facilities Assistant  |
| Post reference: | Limes 06 24/25 |
| Grade: | NJC 4 |
| Hours | 36 hours per week (to be worked over 5 days) 52 weeks per year |
| Responsible to : | Premises Manager |
| Responsible for: | --- |
| Job purpose: | To assist the Premises Manager with the efficient day to day operation, cleanliness, safety and security of the College sites within the borough including the premises and gardens.To promote the core values of The Limes College of Belong, Relationships, Move On and Achieve. |
| Key internal contacts: | Premises ManagerFacilities AssistantSchool Business ManagerAdministrative TeamStudents |
| Key external contacts: | Contractors |
| Special considerations: | Hold a clear Enhanced DBS checkHolding a clean driving licence with the use of own car is desirable. Mileage is reclaimable. |

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| **Specific duties:**1. Supervise day to day contractors on site
* Liaise with contractors, suppliers and Council departments, as appropriate;
* Ensure contractors work safely and to appropriate standards;
* Monitor workmanship/services and sign for deliveries.
1. Cleaning
* Liaise with Servest Cleaning Contractors and undertake regular inspections of work;
* Load dishwasher and maintain cleanliness of staff kitchens;
* Undertake emergency cleaning duties, e.g. due to vandalism and sickness;
* Remove reported graffiti;
* Report problems and liaise with Premises Manager.
1. Grounds maintenance
* Liaise with contractors;
* Maintain upkeep of playing area, all-weather surface, ball courts, gardens, land drainage and car park;
* Maintain boundaries, footpaths, roads and rights of way.
1. Porterage
* Move and set up or removal of furniture and equipment within the College;
* Receive, store, secure and redistribute goods and equipment within the College.
1. General maintenance
* Replenish soap, towels and toilet paper, as necessary;
* Undertake repairs, general maintenance and internal decoration;
* Repair and maintain all furniture and fittings, and advise the Premises Manager of purchasing requirements;
* Read and record meter readings, as necessary.
1. Security
* Maintain a secure site;
* Issue keys and maintain a key audit;
* To act as a key holder to the school on call outs.
1. Health and safety
* Know the main health and safety issues specific to the College and how they relate to students, staff, visitors and contractors;
* Check fire equipment and ensure emergency procedures are followed;
* Be available as a trained first aider;
* Be a fire marshal and assist in the safe evacuation of the sites;
* Be a member of the Health and Safety Committee;
* To provide safe access to the school in the event of snow, ice or flooding;
* To carry out routine running of taps and water temperature testing as part of Legionella control regime.
1. Energy
* Ensure efficient operation of all facilities including the installation and plant for lighting, heating, hot water, cooking, ventilation, water dispensers and energy conservation.
1. Other
* To work between multiple sites;
* To drive the mini-bus;
* Carry-out other related duties as may be identified by the Business Manager or Head of School, which are commensurate with the post.
1. Trust
* Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish;
* Promote the safeguarding and welfare of children and young people;
* Complying with the Trust’s policies and procedures (e.g. equal opportunities and health and safety);
* Ensure high standards of behaviour and dress are maintained.
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| **Review:**This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the College in relation to the post-holder’s professional responsibilities and duties.I confirm that I understand and agree with duties of this job description.Signature:Print name:Date:-------------------------------------------------------------------------------------------------Manager’s signature:Print name:Date: |

**PERSON SPECIFICATION**

**Facilities Assistant**

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.

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| **No.** | **Education and/or Experience**  | **Priority****1 or 2** | **Method of Assessment** |
|  | GCSE in Maths and English (or equivalent);First Aid qualification;Institute of Occupational Safety and Health (IOSH) qualification;MIDAS driving qualification.**Knowledge, Skills and Abilities**Knowledge of caretaking / cleaning / security;Ability to undertake basic carpentry and repairs / maintenance;Plumbing / electrical / mechanical background;Adaptable to change;Ability to work independently, unsupervised yet be a team player.**Disposition**Reliable, trustworthy and self-motivated;Excellent communication skills;Has a ‘can-do’ approach.**Special Considerations**Willing to undertake an Enhanced DBS check;Hold a current driving licence with own transport. | 12 221121111112 | AA, IA, IAA, IA, IA, IA, IA, IA, IA, IA, IA, IA |

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| **Criteria marked Priority 1 are ones which applicant must have to be appointed.** **Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally shortlist using Priority 1 criteria.****Methods of assessment. A – Application Form. I – Interview. T – Test.** |