

JOB DESCRIPTION AND PERSON SPECIFICATION



Job Title	Facilities Assistant	Location	Thistley Hough Academy
Salary	Grade 5, Points 6 - 11, FTE £25,989 - £28,142 Actual salary £11,772 - £12,747	Hours	20 per week, Monday – Friday, 38 weeks per year. The nature of the post requires the willingness to work to a flexible roster, between the hours of 0700 – 1900 directed by the Facilities Manager for the needs of the school. Specific hours will be discussed at interview.
Department	Support Staff	Reports To	Facilities Manager

JOB PURPOSE:

To support the improvement of student achievement by providing a safe, positive, and well-maintained learning environment. As part of a small, professional site team, you will undertake a variety of duties to meet the operational needs of the school. You will play a key role in ensuring the school environment is safe, secure, and conducive to high-quality education. This includes delivering a practical and efficient maintenance service to keep all internal and external areas clean, tidy, well-maintained, and compliant. This is a semi-skilled, hands-on role requiring a proactive approach, practical skills, and a commitment to maintaining a high standard of facilities management within a school environment. Consistent working hours, with occasional flexibility required to provide cover during periods of staff sickness and annual leave, support required from site opening through to secure end-of-day lock-up.

KEY RESPONSIBILITIES AND DUTIES:

Main Duties

- Carry out general repairs and maintenance, including fixing door handles, light fittings, shelves, and furniture, while developing skills to maintain more complex equipment
- Undertake basic plumbing tasks such as unblocking drains and repairing leaking taps
- Perform routine inspections and carry out periodic maintenance and repairs to fixtures, fittings, and equipment
- Always maintain a clean and orderly site, ensuring all areas are free from litter and seasonal waste throughout the school day
- Assist in keeping pathways and grounds free from hazards (e.g. ice and snow), always ensuring safe access to the site
- Complete daily, weekly, and monthly compliance checks and audits using internal systems
- Maintain tools and equipment, ensuring they are used appropriately, kept secure, and safely returned to designated storage areas
- Work in a clean and safe manner during and after tasks, using tools and machinery only for their intended purpose
- Ensure Health and Safety is prioritised in all activities, in line with school and trust policies
- Store all hazardous materials safely and in accordance with COSHH regulations and manufacturer guidance



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Site Responsibilities

- Set up room spaces in line with requirements for school activities such as assemblies, meetings, and open evenings
- Participate in site opening and locking-up, ensuring premises is always secure
- Liaise with contractors to arrange maintenance works and monitor the quality of completed tasks
- Supervise contractors on site, including during out-of-hours works and events, ensuring compliance with site procedures
- Act as a designated key holder for out-of-hours access and emergencies
- Attend site outside of normal working hours when required to respond to emergency situations
- Ensure the site remains secure during both operational and non-operational hours
- Accept deliveries of materials, equipment, and supplies, ensuring they are safely received and distributed to the appropriate locations

Health and Safety

- Work always in a safe manner, in accordance with industry regulations and the Trust's Health and Safety Policy
- Seek advice and guidance when undertaking any activity that may pose a risk of harm to yourself or others
- Wear appropriate personal protective equipment (PPE) when using tools, machinery, or undertaking tasks that may present a hazard
- Adhere to the required uniform standards during the school's operational hours and always present a professional appearance
- Attend and fully engage in all mandatory and role-relevant training as required
- Wear safety footwear always while on site (including outside of term time), regardless of operational hours

Personal Qualities

- Excellent interpersonal skills with the ability to remain calm, positive, and constructive under pressure
- A dynamic and proactive approach, demonstrating a strong "can do" attitude
- Practical, reliable, and dependable, with a strong sense of responsibility
- Adaptable and flexible, with a willingness to embrace change and respond to evolving needs
- Demonstrate integrity, openness, energy, and enthusiasm in all aspects of the role

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Numeracy and literacy skills with an ability to keep accurate records 	<ul style="list-style-type: none"> • Awareness of COSHH regulations • IOSH and/or H&S training • Full driving license held for 2+ years
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a practical, hands-on role 	<ul style="list-style-type: none"> • Experience of security and safety, including use of intruder and fire alarm systems • Previous caretaking experience • Previous handyperson and general maintenance experience • Knowledge of Health & Safety regulations including good

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		<p>practice in relation to caretaking, cleaning & hygiene</p> <ul style="list-style-type: none"> • Awareness and understanding of working in a school environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Good organisational skills • Ability to meet deadlines to the required quality standards • The ability to operate relevant equipment 	<ul style="list-style-type: none"> • Knowledge of building management systems • IWFM qualification • Competent in the routine use of Microsoft tools including SharePoint and Office • Knowledge of building repair and refurbishment practices
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong work ethic • Reliability and punctuality • Adaptability and flexibility • Positive attitude • Team player • Attention to detail • Self-motivation 	<ul style="list-style-type: none"> • Problem-solving mindset • Effective communication skills • Curiosity and willingness to learn
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	<p>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.</p> <p>A commitment to working to improve the life chances of all the young people in our academy.</p> <p>Ability to work extra hours throughout school holidays as and when required</p> <p>Openness and willingness to learn.</p> <p>Undertake any other reasonable duties deemed appropriate to the role.</p> <p>Physically fit and able to lift/move furniture and equipment when necessary.</p>	

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.