

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Facilities Assistant	Location	Woodlands Primary Academy
Salary	Scale D, points 5-6 (£25,583 - £25,989) Actual £13,828 - £14,048	Hours	20 hours, 52 weeks.
Department	Estates & Facilities	Reports To	Facilities Manager

JOB PURPOSE:

To be responsible for ensuring that the school site is maintained in a safe, clean, and secure condition as required and assisting in such tasks as may be necessary for effective site management. This will include site maintenance, waste disposal, caretaking, grounds services, security, cleaning, lettings management, and general maintenance of the interior and exterior school site.

KEY RESPONSIBILITIES AND DUTIES:

- To work within a team environment, in ensuring that the required services are delivered appropriately and effectively.
- To ensure that all school buildings and grounds are cleaned to agreed standards and specifications, including:
 - Day to day supervision and direction of the school cleaning staff,
 - Allocating agreed cleaning tasks not included in the school's cleaning specification,
 - Ensuring an appropriate response to spillages and ad hoc cleaning needs,
 - Maintaining a litter free environment,
 - Undertaking emergency cleaning and removal of graffiti,
 - Ensuring arrangements for laundry services, refuse collection, and sanitary bins including recycling are in place.
- To prioritise work requests, utilising a help desk system, and carry out repairs and maintenance tasks (including an agreed programme of planned preventative maintenance) to all school buildings, grounds, and utilities properly, promptly, and to a high standard, including:
 - Ensuring the operation of heating, lighting, and ventilation systems,
 - Ensuring that the building fabric remains safe and fit for purpose to include redecoration as required,
 - Ensuring that all statutory documentation is maintained and records kept.
- To ensure all school buildings and grounds are secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly, including:
 - Operating the Building Management Systems (BMS) including access control system,
 - Locking and unlocking internal and external doors as required, activating, de-activating, and testing automated alarm and bell systems,
 - Preventing unauthorised or unsafe parking on the school site.
- To conduct regular site inspections to identify hazards and defects and implement correction action as required, including:
 - Reacting promptly and appropriately to work requests and reported or observed hazards, with due regard for the health and safety and welfare of all premises users and visitors, including contractors,
 - Ensuring that appropriate signs and notices have been displayed,

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- Ensuring that fire exits are accessible, and that firefighting equipment is correctly positioned and services,
- Assisting with fire and other evacuation procedures, drills, and training,
- Maintaining paths and roads in to be free of slip hazards, removing snow and treating ice when required,
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed.
- To ensure that the team undertakes various portering, administrative, and letting duties, including:
 - Undertaking/arranging for the safe storing and moving of items of furniture, equipment, and provisions as required,
 - Receiving and directing, as appropriate, all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate,
 - Set high expectations which inspire, motivate, and challenge pupils,
 - Maintaining stocks of materials, protective clothing, and equipment as required,
 - Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable,
 - Delivering and collecting small items in the locality of the school,
 - Taking and recording meter readings.
- To support and participate with a planned roster to cover the necessary work times and undertake other out of hours working as may reasonably be required including an emergency response service.
- To provide First Aid during lunchtime if required.
- To help supervise all contractors on the school site.
- To assist in the maintenance of a premises asset register.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• GCSE English and Maths, minimum Grade 4 or equivalent. • Recognised training in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience).	• Full and appropriate driving licence (Minibus D1/MIDAS). • First Aid training.
EXPERIENCE	• Experience working in a maintenance environment.	• Previous experience of working in a school environment.

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	Trade or craft experience in the building industry or a maintenance setting.	
KNOWLEDGE AND UNDERSTANDING	Practical understanding and knowledge of health and safety and security procedures and practices.	Knowledge of DIY/gardening equipment.
SKILLS AND PERSONAL ATTRIBUTES	- Hard-working, conscientious, and detail orientated. - Adaptable, organised, and able to work with minimum supervision. - Demonstrates resilience, motivation, and commitment to driving up standards of work and achieving excellence. - Ability to respond swiftly and effectively to the unexpected. - Approachable, flexible, and calm with a 'can-do' attitude. - Keen to learn and develop own skills. - Ability to use computer control systems and undertake basic administrative tasks using computer systems. - Ability to monitor and report on structural faults/repairs. - Excellent organisational and planning skills. - Ability to communicate and liaise effectively with persons at all levels, including contractors.	
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	

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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.

