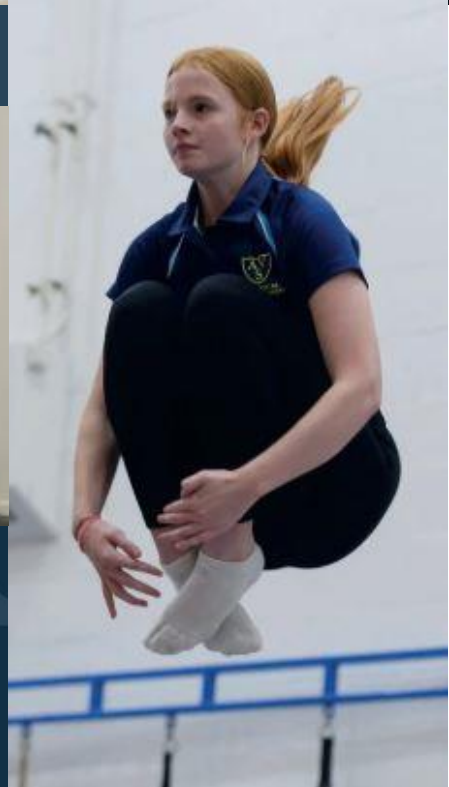




THE AVON VALLEY SCHOOL
AND PERFORMING ARTS COLLEGE

School Facilities Manager Application Pack

AMBITION RESPECT CARE



A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as School Facilities Manager.

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

About The Avon Valley School & Performing Arts College

VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

Ambition: We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

Respect: We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

Care: We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

GROWING TOGETHER: BALANCE, BELONGING, AND WELLBEING

"True balance is rarely found in isolation; it is cultivated in a community that values the person as much as the professional. Our collective strength comes from how well we look after each other."

At Avon Valley School, we believe that our students can only thrive when our staff are healthy, motivated, and supported. Working in education can be both immensely rewarding and demanding. Success isn't just about individual performance; it's about the relationships we build with our colleagues and the support system we provide for one another. Because of this, wellbeing is woven into daily life at the school.

Work-Life Balance

We respect the lives of our staff outside of the school gates. A healthy community is made of well-rested people. We try to ensure your home life remains your own.

- **Realistic Deadlines:** We provide an annual calendar of meetings and assessment/reporting dates at the start of the year to help you plan ahead.
- **A Community Right to Rest:** We champion a "Digital Sunset"; we do not expect staff to respond to emails out of the core school hours of 8.30am – 4pm or during weekends and holidays. We respect each other's boundaries so that everyone returns to school refreshed.
- **Additional PPA Time (exceeding the 10% normal offered for teaching staff) designed to promote a healthy work life balance.**
- **Staff Wellbeing is an integral part of the appraisal process.**
- **Flexible Working Arrangements for All Staff:** Where possible, we support flexible working requests. In addition, teaching staff are offered a biweekly work-from-home option, and support staff are offered 2 flexible working days each academic year.
- **A Generous Absence Request Policy:** Do you want to watch your child's primary school sports day or nativity, or attend your best friend's wedding? Not a problem if you work for us.

Professional Growth

We don't just want you to work here; we want you to thrive here. We actively try to seek ways to reduce administrative burdens so you can focus on what matters most: teaching and learning.

- **Dedicated CPD Time:** We dedicate significant time to high-quality professional development, ensuring that staff are equipped with the latest pedagogical tools and have the time and resources to stay at the forefront of their subject specialisms.
- **Collaborative Development:** Our professional development isn't "done to" you; it's built with you. We run workshops where we learn from the expertise within our own walls.
- **Personal Development Integral to Appraisal Process:** We offer mentoring and leadership opportunities to enhance personal and career development goals.
- **Open Door Policy:** A committed and collaborative Senior Leadership Team (SLT), who are active members of the school community. We listen to concerns and act on feedback promptly.
- **Dedicated Classroom** where possible for teaching staff.
- **Successful ECT Programme**, fostering professional growth.

The Power of "We" (Community)

We believe that no one should have to navigate the challenges of education alone. We foster a community where every voice is heard.

- **Structured Induction:** New colleagues receive a comprehensive induction program and a dedicated mentor to help them settle into the Avon Valley family, ensuring you have a friendly face to turn to from day one.
- **Collaborative Planning:** Our faculties work together: sharing resources, schemes of work, and assessment materials to ensure that no single teacher is ever starting from scratch.
- **The Social Heart:** A modern, comfortable staffroom, where you can take time out or work together, in a space for staff to connect as people, not just as colleagues. Our termly "Thank-you Breakfasts" give us the opportunity to celebrate our successes and support each other through the hurdles.
- **A Thriving School Community** with engaged students and supportive parents/carers.

Health & Mental Wellbeing

Your physical and mental health are our priority. We provide a range of tangible benefits to support both your physical and mental health and your financial peace of mind.

- **Private Medical Insurance:** To ensure you have the best care when you need it, all permanent staff are eligible for our comprehensive private healthcare plan. This includes fast-track access to specialists, diagnostic tests, and mental health support.
- **Employee Assistance Programme (EAP):** All staff have 24/7 access to a confidential counselling, legal advice, and financial guidance for you and your immediate family, providing a safety net for those times when life outside school requires extra support.
- **Cycle to Work Scheme:** We encourage a healthy and sustainable commute. Our salary sacrifice scheme allows you to save on the cost of a new bike and accessories, spread over manageable monthly interest-free payments.

We look forward to welcoming you to a school that values you as a person as much as a professional.

School Facilities Manager

Band J SCP 20 - 23 (£36,363 - £39,152 Actual Salary)

Full Time – Permanent (37 hrs per week, 52 weeks per annum)

Job Start: ASAP

Are you an experienced facilities professional ready to take the next step in your career?

The Avon Valley School & Performing Arts College is seeking a proactive and dedicated **School Facilities Manager** to oversee our site and ensure a safe, efficient and inspiring learning environment for our staff and students.

As our **School Facilities Manager**, you will manage and maintain the school's buildings, grounds, and facilities, ensuring a safe, secure, and welcoming environment for students, staff and visitors. You will lead the site team, coordinate maintenance, compliance and health and safety, site security, and support the school in maximising the use of its facilities.

WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Key Responsibilities

- Oversee the day-to-day running of the school premises, including buildings, grounds, and facilities
- Lead and supervise the site team, ensuring high standards of work and conduct
- Plan and coordinate regular maintenance, repairs, and improvements, including scheduling contractors and managing budgets
- Ensure the school is fully compliant with all relevant health and safety, fire safety, and statutory regulations for secondary schools
- Carry out regular site inspections and risk assessments, taking action to address any issues identified
- Oversee site security, including opening/locking the premises and managing site access
- Liaise with external contractors and suppliers, ensuring work is completed safely, on time, and to a high standard
- Develop and implement site policies and procedures, including emergency plans and preventative maintenance schedules
- Monitor and manage utilities usage, identifying opportunities for efficiency and sustainability
- Support the school's lettings programme and the use of facilities by external groups
- Respond to emergencies and out-of-hours call-outs as required
- Your ultimate goal is to build a skilled and proactive team that ensures a safe, compliant, and efficient learning environment.

The role will require driving a minibus and therefore the successful candidate will need to have held a driving license for at least 2 years check wording or willingness to train.

WHAT WE ARE LOOKING FOR:

Qualifications and experience

- Experience of facilities or premises management in an education, commercial, or public sector environment
- Supervisory or team leadership experience
- Experience of managing contractors and service providers
- NEBOSH or willingness to train
- Facilities Management qualification (Level 4) or willingness to train

Skills and knowledge

- Good understanding of health and safety legislation and best practice
- Knowledge of building maintenance, security, and cleaning procedures
- Strong IT skills (e.g., email, spreadsheets, maintenance systems)
- Excellent organisational and time management skills
- Ability to manage budgets and monitor expenditure
- Effective communication and interpersonal skills

Personal qualities

- Ability to work flexibly and respond to emergencies out of hours if required
- High level of integrity, honesty, and confidentiality
- A proactive and problem-solving approach

WHAT WE OFFER

Joining The Avon Valley School means becoming part of a supportive and forward-thinking community. Our staff enjoy:

- **Tailored career development** with annual personal development opportunities.
- **Flexible working arrangements for support staff**, including 2 flexible working days.
- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **A committed and collaborative Senior Leadership Team.**
- **A thriving school community** with engaged students and supportive parents/carers.
- **Lunch provided** for anyone offering student facing activities during lunchtimes.
- **Paid duties** for anyone joining our lunchtime duty team.
- **Employee benefits**, including a cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.

TO APPLY:

If you are excited by this opportunity and want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Please visit our website to find out more about the school: <https://www.avonvalleyschool.uk/>

Application Deadline: 12pm on Tuesday 19th May 2026

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews: Scheduled shortly after the closing date.

For further information, email: chearne@avonvalleyschool.uk or telephone: **01788 542355**.

SAFEGUARDING AND COMPLIANCE

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2025.**

- **We are committed to safeguarding and promoting the welfare of children and young people.**
This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!

Job Description: School Facilities Manager

Accountable to:	School Business Manager	Line Managing:	Site Staff, Cleaning Staff
Post type:	Full time, Permanent	Salary/Grade:	Band J SCP 20-23
Liaising with:	Headteacher, Deputy Headteachers, SLT, Teaching and Support Staff, Warwickshire County Council departments, contractors, visitors, parents and other stakeholders		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school;
- Support and contribute to the achievement of every child's outcomes;
- Support and contribute to the safeguarding of all students;
- Undertake professional development activities to enhance personal development and performance;
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Job Overview:

The School Facilities Manager will be responsible for supporting the Headteacher and School Business Manager in ensuring and promoting all aspects of the maintenance, security, caretaking, cleaning standards, and health and safety of the school's grounds, buildings, facilities and vehicles.

The role ensures that the environment is well maintained, compliant with statutory requirements and supports the effective delivery of education. This includes leading and managing the site and cleaning team, overseeing contractors and suppliers and supporting long-term improvements to the school environment.

This role is pivotal to the school's operations and requires a hands-on approach to day-to-day management, including health and safety, risk management and emergency procedures, to ensure the safety of the site and the people on it at all times.

The School Facilities Manager will also be required to provide reports for the School Business Manager, Headteacher and the Governing Body on site related matters.

The main purpose of the role:

- To ensure the school site, buildings, vehicles and grounds are maintained to a high standard, safe and fit for purpose at all time;
- To lead on the planning, implementation and monitoring of rolling maintenance and decorating schedules, ensuring proactive and cost-effective site management;
- To manage premises-related contracts and suppliers in agreement with the Business Manager and Headteacher, including sourcing quotes in line with the school's procurement procedures;
- To ensure compliance with health and safety legislation and school policies, carrying out statutory checks, audits and risk assessments as required;
- To line manage the cleaning and site staff, delegating tasks, monitoring performance and promoting a positive, proactive working culture;
- To provide professional advice and recommendations to senior leaders on site improvement, compliance and long-term development;
- Your ultimate goal is to build a skilled and proactive team that ensures a safe, compliant, and efficient learning environment.

Key Responsibilities

Site, Premises and Facilities Management:

- Plan, oversee and carry out maintenance, repairs, redecoration and improvements to buildings, grounds and equipment;
- Undertake repairs, improvements, decoration of the school site;
- Ensure the grounds are maintained in a clean and tidy condition, including clearing litter from car park, paths, playground areas, cutting back plant growth, sweeping/clearing up leaves, etc.);
- Create and manage a planned decorating and refurbishment schedule, ensuring the school environment is well-presented and fit for purpose;
- Arrange the deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on the school premises during the scheduled deep clean weeks;
- Source and obtain quotes for works, services and supplies in line with the school's procurement procedures, ensuring compliance, value for money and fairness in supplier selection;
- Develop, implement, and monitor a rolling programme of site maintenance, ensuring proactive planning for inspections, repairs and compliance;
- Oversee any contractors working on site, ensure they adhere to the code of conduct and other relevant school policies, monitor and record performance against standards and the terms and conditions of the contract;
- Inspect the site daily, addressing issues promptly and reporting to the Business Manager where required;
- Organise, order and maintain cleaning and maintenance materials, equipment and stock within agreed budgets;
- Ensure the site and facilities are prepared for assemblies, school events, meetings, INSET days, lettings, and any other out of hours use of the premises ensuring smooth operation and compliance with school policies;
- Operate, monitor and maintain heating, ventilation and energy systems; liaise with contractors as needed.
- Keep accurate records of site maintenance, energy usage, inspections and repairs.

Health and Safety:

- Take responsibility for ensuring the health, safety and well-being of all staff, students, contractors and visitors on the school premises;
- Act as principal key holder, managing site security, including opening/closing, alarms, call-outs and emergency response;
- Ensure statutory checks are carried out and recorded (e.g., fire alarms, fire exits, emergency lighting, water hygiene, electrical testing);
- Regularly carry out risk assessments and implement any necessary improvements to meet health and safety standards and COSHH;
- Ensure the school complies with all relevant health and safety legislation, including fire safety, manual handling, hazardous materials handling and other regulations;
- Ensure that all relevant statutory compliance monitoring and maintenance is carried out within the required timeframes and that relevant associated records are accurately maintained (e.g. fire safety records, electrical testing records);
- Responsible for maintaining records of any hazardous materials on the school site and ensuring that Health and Safety guidelines are followed;
- Conduct regular inspections of the premises to identify any potential hazards or risks, implementing corrective actions as needed;
- Ensure the safe storage and handling of cleaning products, equipment and materials;
- Maintain up-to-date knowledge of health and safety regulations, best practices and emerging risks;
- Organise and carry out fire drills and emergency evacuation procedures in accordance with legal requirements and school policy;
- Monitor procedures for reporting faults and progress until completion;
- Ensuring fire event records are maintained and ensure the testing, servicing and replacement of equipment as required.

Security:

- Oversee the security of the premises, ensuring all access points are secure;
- Supervise site security on a daily basis, including prevention of trespass, liaison with emergency services and management of emergencies (fire, floods, breakages);
- Manage the locking and unlocking of the school buildings and site;
- Ensure that the school is open and closed at the designated time and check that all is in order;
- Monitor the school's security systems, alarms;

- Implement appropriate emergency procedures for intruders or unforeseen security breaches;
- Ensure safe site access in adverse weather by organising gritting, snow clearance, and emergency response.

Vehicle Maintenance

- Ensure the maintenance, servicing, and MOT of school minibuses, ensuring compliance with legal and safety standards;
- Ensure regular safety checks, including seatbelts, restraints, and emergency exits are conducted and recorded;
- Ensure vehicle cleanliness and hygiene standards, including routine sanitisation;
- Keep detailed logs of all servicing, repairs, and inspections.

General Site Duties

- Respond promptly to emergencies, including spillages, leaks, electrical/gas issues, and health/safety hazards;
- Manage waste and recycling, including external bins, skips, pest control, and drainage systems;
- Maintain the tidiness and cleanliness of the site, including gardens, grounds, car parks, and external areas;
- Ensure appropriate storage of tools, equipment, and hazardous substances, keeping accurate inventories and safety records;
- Support the safe and efficient delivery, movement, and storage of goods, equipment, and furniture around the site.

Budget and Resource Management:

- Work with the School Business Manager, to manage budgets related to premises, including servicing, repairs, cleaning, site and grounds maintenance;
- Order and maintain inventory of necessary equipment and supplies (e.g. soap, towels, toilet paper, etc.) and be responsible for ordering these within the agreed budget;
- Identify and maintain a record of repairs and report appropriate information to the Headteacher and/or School Business Manager;
- Monitor the consumption of gas, electricity and water through monthly meter readings.

Staff Management and Development:

- Supervise and manage the site and cleaning staff, ensuring high standards of work are maintained;
- Promote a positive, proactive and safety-focused culture within the site team;
- Delegate tasks appropriately to staff and ensure the smooth running of the team;
- Conduct staff appraisals and oversee the performance management process for site and cleaning staff to ensure they meet set standards;
- Set an example for team members by demonstrating commitment, strong facilities knowledge, work ethics, and positive personal character;
- Support the professional growth and development of site staff, helping them to acquire new competencies and advance within their roles;
- Plan and manage the daily workload for your team, setting clear priorities for maintenance, repairs, and other tasks;
- Use data from work order systems to measure your team's completed work against total requests. This helps reveal operational bottlenecks and monitor productivity;
- Hold regular meetings to discuss progress, review safety procedures, and share information on changes or new initiatives;
- Ensure school terms and holidays are sufficiently covered with staffing;
- Ensure that the site team and cleaning staff have access to and undertake appropriate training (health and safety procedures, equipment handling, and general maintenance practices).

Liaison and Communication:

- Work closely with the Headteacher and the School Business Manager to ensure facilities meet the operational needs of the school;
- Provide reports and updates on premises management to the Headteacher and Governing Body, as required;
- Communicate effectively with staff, students, parents and visitors regarding any premises-related issues or developments.

Emergency Procedures & Support:

- Be on-call for emergencies outside of normal working hours to address urgent issues relating to the premises, e.g. alarm calls;

- Provide support during special events, school trips and other activities that may require additional facilities management;
- Ensure the provision of emergency access to the building in the event of snow or minor flooding.

Skills & Experience

- Previous experience in premises management, building maintenance, preferably within an education setting, desirable;
- A specialised trade, such as plumbing or electrical work desirable;
- Strong understanding of health and safety regulations and compliance;
- Excellent organisational skills and the ability to manage multiple tasks simultaneously;
- Knowledge of risk assessment processes and safe working practices;
- Strong communication and interpersonal skills;
- Practical experience with managing contractors and suppliers;
- Ability to use a range of tools and equipment safely and effectively;
- IT skills for reporting, scheduling and communication;
- Health & Safety qualification.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies;
- Undertake any other duties as reasonably required by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Person Specification: School Facilities Manager

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • Full, clean driving licence • Licence to drive a mini bus or willingness to be trained • Good standard of literacy and numeracy • NEBOSH or willingness to train • Facilities Management qualification (Level 4), or willingness to train • Working knowledge of statutory requirements for health & safety, fire safety and premises compliance in schools (or willingness to learn) • Experience in buildings/grounds maintenance or site management. • Experience of supervising and motivating a team • Experience of working with contractors and suppliers 	<ul style="list-style-type: none"> • Experience of working in a school environment • A specialised trade, such as plumbing or electrical work • First Aid qualification (or willingness to be trained) • Grade C (or above) at GCSE English and Mathematics (or equivalent) 	Application Form & References
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to understand and apply regulations, such as health & safety, manual handling, COSHH • Able to organise, plan and delegate tasks appropriately • Ability to prioritise actions and activities for yourself and others to effectively meet the needs of the school • Able to think clearly in emergency situations • Ability to work with staff across the school, and liaise with members of the public using the school facilities • Well organised and methodical with excellent attention to detail • Ability to carry out day-to-day practical tasks including cleaning tasks, minor reactive maintenance to the building, fixtures and fittings in a professional manner • Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities • An appreciation of the importance of the Data Protection Act and GDPR within the role 	<ul style="list-style-type: none"> • Familiarity with IT applications (Excel, Word, Gmail, databases) 	Application, References & Selection Process
Personal qualities and skills	<ul style="list-style-type: none"> • A flexible attitude towards the role, duties and hours • Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm 	<ul style="list-style-type: none"> • Concern for the welfare of the school community 	Application, References & Selection Process

	<ul style="list-style-type: none">• Self-motivated and hardworking• Reliable and trustworthy• Good communication (oral and written) and time management skills• Excellent interpersonal skills and professional demeanour• Seek advice and support when necessary• Excellent punctuality and attendance record		
--	---	--	--

