

**LAWRENCE SHERIFF SCHOOL**

**Home of the Coventry and Central Warwickshire Teaching School Hub**

**RUGBY**

**JOB DESCRIPTION**

**Site Facilities Assistant**

**Line Manage**r: Operations Manager

**Salary:** Scale A, point 2 (£23,656 FTE)

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached.

**Hours of work:** This would be a zero hours contract but typically we are looking for someone who could work approximately 15 hours each week between 5.30-10:15pm on weekdays and 9am-4pm at the weekend. Working pattern would be up to five out of seven days each week.

**Post Objectives**

The post-holder will be responsible for the supervision of internal and external lettings and events on the school site. Co-operative involvement in the life and ethos of the school is essential.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school’s Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

1. Responsibilities

**Main Duties**

* Welcome Hirers and their groups into the schools’ facilities ensuring all facilities are opened and set up on time for each group to be able to enjoy their visits
* Supervising lettings at Hartfield and other school sites
* Responsible for ensuring all lettings run smoothly
* Assisting customers with queries
* Setting up and putting away any sports or other equipment or furniture required by outside/school users
* Monitoring customers and the school during duty periods
* Occasional room set-ups and other site related duties for the next school day
* Ensuring all facilities used in the evenings are ready for school use the next day
* Ensuring all facilities are locked and alarmed at the end of shift
* Liaising with the Operations Manager and the Caretakers
* Assisting the Caretakers as and when required

**General**

* Attend required meetings and training sessions
* Support safeguarding and child protection measures and promote the welfare of students
* Follow school policies, practices and procedures
* Ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy

1. Complete all tasks to the highest possible standard
2. Be punctual and discreet
3. Work on own initiative
4. Report any issues or incidents to your appropriate supervisor
5. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
6. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.

**PERSON SPECIFICATION – Site Facilities Assistant**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A good general education | Driving licence |
| **Experience** | Able to carry out procedures, routines, and follow instructions | Experience of working in a school environment |
|  | Able to understand basic administrative systems (e.g. ordering, maintenance hotline, stock control) | Experience of working in a leisure industry |
|  | Able to solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents, fire evacuations etc.) |  |
| **Skills and**  **Aptitudes** | Literacy skills to complete forms and orders, write instructions, and understand written instruction and guidance | PC literate – e.g. basic knowledge of using e-mail systems |
|  | Possess good verbal communication skills | Numeracy skills to check goods, carry out stock control etc. |
|  | Understands and interpret written instruction | Be effective communicator across a wide range of stakeholders |
|  | Smart appearance |  |
|  | Able to work on own initiative and be proactive |  |
|  | Ability to work effectively both as part of a team and independently |  |
| **Personal**  **Qualities** | Occasional flexibility in working hours as and when required |  |
|  | Maintain confidentiality at all times |  |