



JOB DESCRIPTION - NON-TEACHING STAFF

POST TITLE	Site Facilities Assistant
RESPONSIBLE TO	Facilities Manager
SALARY GRADE	Scale F Point 6 (£21,968)
HOURS OF WORK	14:00 – 22:00 (including half hour unpaid lunch break) Mon-Thurs 14:00 – 21:30 Fri (including half hour unpaid lunch break)
WEEKS PER YEAR:	This is a full time position 37 hours 52 weeks

The main purpose of this role is to ensure that all internal and external areas of the premises are clean, well maintained and secure and janitorial tasks are carried out with the appropriate resources and equipment in a safe and efficient manner.

To carry out semi-skilled building repairs and maintenance tasks using hand and power tools necessary to affect repair, decorate and install fixtures and fittings as required.

OUTLINE OF ROLE

Security:

- Carry out security procedures for the school buildings and grounds
- Routine and non-routine opening and security of premises and grounds
- Take action to prevent trespass on the premises
- Ensure unauthorised parking of vehicles does not occur
- Act as a nominated key holder on a designated list and respond appropriately to alarm company if required

Cleaning:

- Ensure the premises and furnishings are cleaned in accordance with the school's standards
- Emergency cleaning of human deposits etc.
- Replacement of consumables

Maintenance:

- Carry out maintenance and repairs
- Responsible for tools and equipment used on your shift and report items, repairs, maintenance work that is required and is beyond own competence
- Report damage as appropriate to Line Manager

- Follow the frost precaution procedures
- Follow the procedures in event of fire, flood, breaking and entering, accident or major damage
- Provide emergency access support to the site team in the event of snow, minor flooding or similar emergency situations
- Ensure that caretaking and cleaning equipment is in a safe and working condition
- Replacement of lighting tubes/lamps as required

Lettings:

- After lettings ensure accommodation is prepared for normal school use
- Undertake school lettings in accordance with the lettings procedures as and when required

Other duties may include:

- Arranging chairs and tables for meetings and clearing away afterwards
- Storing equipment and supplies safely
- Understanding fire safety regulations, Health and Safety regulations emergency procedures and the rules for evacuating a building
- Ensuring disabled access to the building where necessary
- Maintenance of the doors, including hanging of new doors, locks, digital locks and door closures
- Use of garden machinery, including the strimmer and the ride-on lawn mower to look after garden areas of the school grounds

QUALIFICATIONS/TRAINING AND LIKELY ABILITIES

- Able to carry out procedures, routines and follow instructions
- Able to operate cleaning equipment, machinery and tools and undertake maintenance
- Understand and be familiar with the layout and organisation of the school and its site
- Able to supervise and co-ordinate cleaning staff
- Can take initiative where necessary
- Able to liaise with a range of contractors and suppliers
- Can solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents etc.)
- Physically able to carry out duties outlined
- Be physically fit, as heavy lifting will be required
- Must undergo an enhanced DBS clearance

NOTE: This job description represents a broad outline of the specific duties and responsibilities currently attached to the role of Site Facilities Assistant. Dependent on the needs of the School, these responsibilities may be subject to change at any time following discussion with the post holder

General duties applicable to all staff employed at the School:

Duty		Description
A	School policies	To undertake all duties and responsibilities in accordance with Maplefields policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person
B	Training & professional development	To take full responsibility for personal professional development and training
C	Performance appraisal	To participate in the Maplefields Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the Maplefields and Departmental Strategic Plans
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work
E	Probationary period	The post holder should be able to do the job competently after 6 months
<p>This is a description of the job as it is presently constituted.</p> <p>It is the practice of Maplefields Academy to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Maplefields Academy aim to reach agreement on reasonable changes, but if agreement is not possible, Maplefields Academy reserves the right to insist on changes to your job description after consultation with you.</p>		