



Midsomer Norton
Schools Partnership

Home school: Norton Hill Primary

Job Title: Facilities Maintenance Assistant

Grade: 3 SCP 5-7

Responsible to: Office Manager

Hours of Work: 12.5 Hours per week, 2.5 hours per day (mornings) Term time plus inset days plus 3 additional weeks in the holidays

Job Purpose To pro-actively assist with the delivery of the Facilities Management Services across a number of schools, in order to maintain a high standard of functionality and premise upkeep.

Main Duties & Responsibilities

- Work in all weather conditions, using safe working methods to keep outdoor areas free from rubbish, litter, and debris.
- To empty all outside bins and maintain the bin store, ensuring it is tidy, safe and secure.
- Follow relevant safety guidelines and procedures at all times.
- Keep storage facilities organised and well maintained.
- General making good and general upkeep of building fixtures and fittings including drain/gutter unblocking, window cleaning, stain/graffiti removal, painting/decorating, minor plumbing repairs, building fabric repairs, playground repairs
- General support to ensure the smooth running of the school to include changing of hand towels, cleaning when necessary, building new equipment for pupils.
- Comply with and promote good health and safety practices.
- Support the school's educational goals by ensuring the teaching staff and students are at the forefront of the service provision.
- Provide responsive and professional customer service.
- Keep your line manager updated on work progress, providing clear and detailed information.
- To assist with tasks around the school as required during the school holidays, such as cleaning UPVC window frames, sills, and cleaning external drains
- Ensure safe pedestrian access during severe weather conditions by applying salt or grit to main entrances and paths as needed.

- Where necessary escort building contractors and service engineers around the schools' buildings and premises, supporting them as required.
- To unlock and lock the building when necessary. Where necessary escort building contractors and service engineers around the schools' buildings and premises, supporting them as required.
- Driving tasks i.e. collection/deliveries as required by Facilities Management and on behalf of Midsomer Norton Schools Partnership
- When required, to work at any other school operated or supported by Midsomer Norton Schools Partnership covering absence and/or resource shortfalls.

School Support & General

- Attend all department meetings and relevant staff meetings
- Attend all training courses as directed
- Participate in the School's Performance Management Review process and make use of professional development opportunities.
- Play an active and positive role.
- Monthly meter readings
- Maintain confidentiality according to organisation and legal requirements.
- Be aware of equal opportunities policies and principles and health & safety regulations
- Use electronic devices to receive work and instructions, record work activities, and communicate as necessary (e.g., Ipads, mobile phones, pagers and two-way radios, email)
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- Undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

Additional Information:

This job description outlines the key responsibilities and duties of the role but is not an exhaustive list. The postholder may be required to undertake other duties in line with the level and nature of the post as directed.

Physical Effort & Working Environment

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties. There may be an increased level or physical effort required in areas for children with personal or specialist needs.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

OTHER INFORMATION

The Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Responds enthusiastically to a demanding and busy environment
Driven to succeed, independently and as part of a team
Reliable, adaptable and innovative approach to work activities
Sets and maintains high standards of delivery with attention to detail being essential
Ability to work to set schedules
Ability to re-prioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Ability to manage own workload within agreed time frame
Responds professionally to customer requests
Keeps customers informed of progress of work using clear, informative detail
Tactfully and diplomatically manage customers' expectations
Uses own initiative to overcome problems
Ability to communicate effectively at all levels
Uses resources efficiently and effectively
Approachable and friendly
Remains calm under pressure
Willing to travel and work across multiple locations within local geographical area
Basic computer knowledge and ability to competently use mobile devices
Knowledge of relevant Health and Safety requirements
Uses safe working methods
Knowledge of COSHH
Willing to work extra hours and be flexible with shift patterns as necessary
Willingly carries out repetitive tasks
Able to: <ul style="list-style-type: none"> ● Climb a ladder and stairs unaided ● Work at heights ● Reach overhead and below the knees, including bending, twisting, pulling, and stooping ● Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance ● Visually inspect tools, equipment, or machines (e.g., to identify defects) ● Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination ● Use electronic devices to communicate
Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs
Takes responsibility for own personal development

Desirable
Experience of general maintenance work
Knowledge and experience of electrical and mechanical building services
Experience or understanding of working in education/school/Leisure environment
Fire safety awareness
Knowledge & understanding of Health and Safety At Work Regulations
Asbestos awareness
Legionella/water regulations awareness

Post Holder:

Name:

Signature: _____

Date: _____