

Whalley Range 11-18 High School

Job Description

Facilities Assistant

Grade 4

Main Purpose of the job

Under the guidance of Facilities Manager, the post holder will be responsible for maintenance, security and facilities management services on the school site and premises.

To report any issues with cleaning/cleanliness which is completed via an external agency.

To undertake and maintain the upkeep and physical appearance/environment of the school site – inside and out, including maintenance of all areas in accordance with specified standards, where applicable.

To be a responsible key holder and ensure security of the premises, grounds and contents where appropriate.

Main duties of the job

1. Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture, deliveries and set ups/derigs within the school.
2. Controlling access to the school site and car park via the security hut, communicating with relevant staff to alert them to visitors arriving.
3. To identify and bring to the attention of the Facilities Manager any maintenance required around school to ensure the Health and Safety of students, staff and visitors, and to identify and correct any maintenance issues that are judged to be urgent.
 - a) To identify and bring to the attention of the Facilities Manager any cleaning issues around the school and to also liaise with the cleaning contract manager to ensure cleaning is of a high standard.
 - b) To attend monthly cleaning audits with the Facilities Manager and the cleaning contractor.
4. To carry out various maintenance and repairs in the school e.g. redecorating and fixing, and to be responsible for the implementation of a preventative planned maintenance programme in conjunction with the Facilities Manager.

5. To assist the Facilities Manager with specific projects, ensuring school buildings are safe and fit for purpose, including using any specialist skills e.g., joinery, carpentry, building, plumbing to reduce, where possible, the use of outside contractors.
6. To take the initiative on matters of grounds maintenance and correct any issues that need urgent attention, bringing these matters to the attention of the Facilities Manager once corrected.
7. To use all equipment in a safe manner, undertaking compliance checks of the premises and assist with relevant risk assessments as required.
8. To monitor stock levels, maintain equipment and arrange the ordering and secure storage of supplies.
9. To identify and bring to the attention of the Facilities Manager any deficiencies or required repairs in maintenance equipment.
10. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher
11. To be assist with maintaining records, information and data (including electrical testing of portable electrical appliances) and producing reports as required
12. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety, Safeguarding, Security and Confidentiality are adhered to and report all concerns to an appropriate person
13. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development
14. To undertake any such additional duties that are reasonably commensurate with the level of the post
15. Willingness to carry out cover duty i.e. lunchtime or end of school

Generic Responsibilities for All Support Staff Roles

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the school on all issues associated with Health, Safety and Welfare
- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested

- To assist with student welfare duties including the supervision of students at social times including before or after school duties as directed by rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and respond to incidents as required
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Whalley Range 11-18 High School

Person Specification

Caretaker

Grade 4

Experience

- Caretaking/site team experience in a school or similar environment
- Experience of key holding

Knowledge and Skills

- Willingness to develop knowledge of use of ICT and other specialist equipment/resources
- An ability to undertake all the physical aspects of the job
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults within the school environment
- Knowledge of Health & Safety and hygiene procedures and precautions
- Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate
- Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures
- Knowledge of many aspects of repair and maintenance work; specialist trade skills or training are desirable.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards
- The flexibility to adapt to changing workload demands and new organisational challenges
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users
- Personal commitment to continuous self-development
- Personal commitment to continuous service improvement

- Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check