



Job Description

School:	Meadowfield School	
Job Title:	Facilities Assistant	
Grade: KSB	Hours: Full time, 37 hours per week	All year round

Responsible To:	<i>Facilities Manager</i>
------------------------	---------------------------

* The post holder must be available to work for 8 hours per day (7.5 hours on a Friday) with 30 minutes for lunch (unpaid) on a shift system between the hours of 0700 and 1800 5 days a week, and up to 2200 once a week during term time only if required. For example, the early shift is from 0700 to 1500 and the late shift is from 1000 to 1800. If required to work up to 2200, the shift will be from 1400 to 2200 on that day.

Working hours may be subject to variation as required and call-out at weekends and unsocial hours will be necessary from time to time as per the 24-hour emergency call out Facilities Team rota.

Skill Specification:

The Facilities Assistant is required to have:

- A working knowledge and competence in general maintenance and DIY experience.
- Practical skills eg painting, decorating, plumbing, carpentry. Capable of producing work of a high standard in a number of practical skill areas.
- Awareness of safety issues.
- Understanding of health and safety requirements and the ability to recognise potential risks.
- Self-motivation and capability of working with minimum direction.
- Courteous manner in dealing with people within school and external suppliers.

Job Description:

To work under the direction of the Facilities Manager and Facilities Supervisor regarding the following duties:

Site Security

- To open and close the school premises at designated times and to be responsible for general security at all times. In the absence of other Facilities Team members, to be on call at unsocial hours or at weekends to deal with security issues.

Site Maintenance

- To oversee the Every issues system and to respond to logged issues.
- To meet and attend to contractors visiting or working on the site and ensure smooth operation of work on the school site.
- To read utilities meters as requested.
- To assist in recording all routine safety checks around the site including health and safety audits, fire safety systems, risk assessments and legionella maintenance to ensure the safety of all people on the school site as directed by Facilities Manager.

- To undertake general repairs and maintenance of furnishings and buildings around the site to ensure a safe environment is maintained.
- To report any defects in the buildings, furniture or fittings to the Facilities Manager and to arrange for their rectification and add to Every System.
- To keep all guttering and drainage clear and to unblock when required.

Goods In

- To receive and check all goods and supplies and to distribute them as necessary.
- To chase up part deliveries and return faulty goods.
- To provide a portage service on the school site.

Grounds Maintenance

- To assist in the provision of a full grounds maintenance service including maintenance of hedging, grass cutting, shrubs and trees.
- To clean and be responsible for the tidiness of paths, school boundaries, drives and other hard surfaces, so that a high standard of site presentation is maintained.
- To keep paths, access points and entrances free of snow and ice to ensure safe passage.

Cleaning & Hygiene

- To maintain adequate stocks of hygiene, caretaking and cleaning supplies and re-order from the approved supplier as necessary in accordance with procedures.
- To replenish soap, handtowels and toilet paper to all toilets on the site as necessary.
- To empty rubbish bins and clinical waste daily and hazardous waste when required.
- Carry out emergency cleaning in critical areas (eg toilets) as directed by the Facilities Manager.
- Cleaning spillages as and when required.
- To undertake specified indoor cleaning duties, including the inside surfaces of windows.
- Periodically to clean lamp shades and light diffusers, taking account of instructions given on cleaning at height.

School Vehicles

- To undertake internal and external cleaning and washing of the school vehicles.

Contract Cleaning

- To liaise with the Finance and Facilities Manager regarding any issues related to contract cleaning.

Hydrotherapy Pool

- To carry out the following duties with regard to the hydrotherapy pool:
 - daily water tests to ensure that safety levels regarding pH and chlorine are maintained at all times;
 - to maintain equipment and processes necessary for the efficient and safe use of the pool;
 - maintain areas associated with the pool in accordance with health and safety guidelines;
 - deal with emergency soiling issues; and
 - bring urgent health and safety issues to the attention of the Facilities Manager.

School Duties

In conjunction with other Facilities Team members:

- To assist with furniture arrangements for all school functions and the return to storage of all such furniture as and when required.

- To assist in the setting up and dismantling of equipment required for school lessons eg trampoline, staging.

External Lettings

- To carry out security duties and associated cleaning for external lettings, if required.

Additional Duties

- To liaise with the Senior Management Team in the absence of the Facilities Manager.
- Other tasks as directed by the Facilities Manager.
- On occasion to assist Facilities team members with their duties.
- Adhere to school policies and procedures.
- Adhere to school health and safety requirements.

Training Required

To undertake the following training as required and any additional training as identified:

- Asbestos awareness
- COSHH
- Fire warden
- First aid
- Legionella
- Manual handling
- Pool plant
- Working Safely at Heights

Safeguarding responsibilities

- To understand the role and responsibilities of all staff in the safeguarding of children in the School and in providing a safe environment in which children can learn
- To understand and meet the responsibilities as set out in the latest edition of Keeping Children Safe in Education
- To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria	Essential/Desirable
Qualifications	Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job Will need to undertake training to keep knowledge up to date (Note: Asbestos awareness, COSHH, Fire warden, Legionella, Pool plant and Working Safely at Heights are essential training requirements)	D E
Experience	Experience of working in a school Previous relevant experience to the role	D
Skills & Abilities	Use of a range of basic tools and machinery Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc. Able to understand information, advise and liaise with others accordingly, such as dealing with external contractors Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate Has written and numeric skills in order to complete more detailed records and reports Able to communicate using information technology as required for the job Ability to work flexibly and across sites, as instructed by the site manager Clean driving licence Minibus driving licence	D E E E E E E E D
Knowledge	Requires knowledge of policies, procedures in relation to school security, minor maintenance and repairs.	D

	Understands and able to apply Health and Safety procedures relevant to the job such as: 1. Manual handling 2. Safe use of machinery and/or equipment 3. COSHH 4. First Aid and Hygiene Practice 5. Lone working procedures and responsibilities Able to recognise and to deal with emergency situations	E E
Personal Qualities and other requirements	Maintain confidentiality and act with integrity at all times Work in line with school values Work ethically, transparently, inclusively in an equal and fair way Willing to provide and receive feedback to identify areas of personal development or process improvements	E E E D