



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## FACILITIES ASSISTANT

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

To work as a proactive member of the Facilities Team, under the direction of the schools Facilities Manager to provide effective, efficient, caring and safety conscious customer service, developing and maintaining high standards of security and presentation throughout the academy, to ensure continuity of the use of the buildings and grounds for school and community use.

#### Key accountabilities:

- To work under the direction of the Facilities Manager developing and maintaining a Facility Maintenance Programme.
- To be proficient and competent in the safe and effective use of building management systems and all associated mechanical and electrical plant.

#### Security and Keyholding Duties

- To lock and unlock the buildings and grounds, maintaining the security of the buildings and their contents at all times, arming and disarming intruder alarms.
- To have key-holder responsibilities for emergency and out-of-hours callouts, and any such responsibilities as directed by the Facilities Manager.
- To attend and supervise contractor access and egress and monitor any works being carried out.
- To ensure that all Trust property including tools and consumables are stored securely to eliminate loss, damage and misuse of the same.
- To ensure all boiler, switch, store, plant rooms and accesses remain locked whilst unattended.
- To perform security and keyholding duties as required to support all lettings and community activities, acting as first point of contact for users ensuring a professional service is provided for all.
- To support the maintenance of accurate community use records, as required.

## **Janitorial Duties**

- To regularly patrol and inspect the buildings and grounds, emptying litter and recycling receptacles, removing litter and graffiti in a timely manner, reporting trespass, damage and areas of concern to the Facilities Manager. To remove and dispose of waste and promote effective and appropriate recycling.
- To ensure clear and safe access and egress to, and around the site, especially in severe weather conditions. To carry out snow clearing and gritting in accordance with procedures.
- To proactively prioritise tasks to ensure prompt and effective response to deliveries and dispatch of goods, supplies and materials.
- To undertake portage duties as required, setting up and clearing away furniture and equipment for indoor and outdoor curriculum activities and lettings, including sports and leisure equipment.
- To monitor cleaning provision and report any concerns to the Facilities Manager.
- To monitor and control stock levels of consumable items.
- To undertake cleaning tasks as required.

## **Maintenance Duties**

- To maintain free running internal and external drainage by ensuring they are routinely kept free from blockages and debris.
- To maintain an accurate and current inventory using the Trust's recording systems and adhering to audit regulations.
- To undertake grounds and gardening work on hard and soft landscaped areas as directed by the Facilities Manager.
- To undertake routine maintenance of specialised equipment in the Sports Facilities to ensure they are fully functional at all times for both curriculum and external activities.
- To perform handyman duties as required.
- Clean, inspect and maintain Trust vehicles.

## **Health and Safety Responsibilities**

- To comply with the requirements of the Health and Safety at Work etc. Act 1974, and all other applicable guidance, approved codes of practice and regulations.
- To provide prompt response to site related issues which represent a health and safety hazard or will create a distraction to learning.
- To ensure all emergencies in respect of gas, water and electricity are reported to the Facilities Manager immediately, or after hours to the appropriate callout team, according to procedure.
- To inspect and test items and systems as directed, for example; portable appliances, fire alarm systems, water systems, RCD's, emergency lighting.
- To maintain appropriate records for cyclical, mandatory and statutory tests and inspections, for example: fire alarm testing, gritting,
- In liaison with the Facilities Manager, complete daily and periodic inspections and reports on all areas of the academy facilities, and to routinely maintain the same in accordance with safe working practices.
- To assist with the evacuation of the site in the event of an emergency requiring such action
- To provide emergency First Aid support, as required
- To wear the provided PPE whilst on duty

## **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately

- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required by the Trust.

### About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

#### Qualifications and Training

##### Essential

- Good standard of education, including English and Mathematics
- First Aid at Work qualification (training will be provided)

##### Desirable

- Relevant training courses  
(training will be provided by the school for facilities management system and sports equipment maintenance)

#### Experience, Knowledge and Skills

##### Essential

- Excellent communication skills
- Good understanding of use of ICT in the workplace
- Ability to work using own initiative in responding to difficult situations
- Ability to establish good professional relationships with colleagues at all levels
- Commitment to own learning
- Good understanding of Health and Safety
- Ability to prioritise all tasks, to ensure all duties are correctly carried out with minimal supervision.
- Ability to ensure plant and equipment is safely, efficiently and effectively operated, and that all defects are reported and repaired correctly.
- Ability to share knowledge and good practice with other members of the Facilities Team
- Ability to develop and maintain effective working relationships, setting and maintaining high standards of personal presentation, communication and support, promoting teamwork and fairness
- Ability to conform with, promote and develop safe working practices, methods and procedures
- Ability to co-operate with the academy, local authority and other enforcing bodies in all matters relating to health and safety and environmental legislation, policies and procedures

##### Desirable

- Experience of working in a school or educational environment.
- Experience of maintaining security of premises used by the public
- Experience of buildings management systems, including ICT based systems
- Experience of keyholding and security of commercial premises

## **Values and Personal Competencies**

### Essential

- Interpersonal skills
- Energy and enthusiasm
- Self-motivation
- Organisational skills
- Flexible approach to working additional hours to cover staff absence, ensuring continuity of customer service at all times
- Good health and attendance record
- Sense of humour
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.