



FACILITIES ASSISTANT
JOB PROFILE

Purpose of Job

Under the direction/instruction of the superintendent and /or appropriate senior staff, assist in the provision of maintenance and security services on school premises thereby ensuring a safe working environment.

Responsibilities

Responsible for supporting the day-to-day operational maintenance, safety and security of the school site. This includes locking and unlocking buildings and areas, carrying out regular security checks, operating alarm systems where required and ensuring the premises remain secure at all times, including reporting any potential breaches and providing emergency access as necessary.

The role involves assisting with a range of maintenance activities, including undertaking minor repairs such as basic plumbing, changing light bulbs, unblocking drains and repairing fixtures, as well as operating heating, cooling and lighting systems to ensure the site remains fully functional.

The Facilities Assistant will support contractors on site, carrying out routine client-side tasks and ensuring works are completed safely and appropriately.

In addition, the role includes maintaining a clean, safe and orderly environment through duties such as waste collection and disposal, litter picking, graffiti removal, emergency and routine cleaning, and ensuring external areas are safe, including gritting during adverse weather. The Facilities Assistant will also replenish consumables, report faulty equipment and ensure all areas are maintained to a high standard.

The Facilities Assistant will support the Superintendent in the organisation and smooth running of the site by assisting with the receipt, storage, movement and distribution of goods and equipment, including setting up furniture and maintaining secure storage areas. They will also ensure that equipment is used safely and in accordance with instructions, and that lights and equipment are switched off when not in use.

Administrative and organisational duties include preparing equipment and resources as directed, undertaking basic record keeping and supporting lettings where required.

The Facilities Assistant is expected to contribute positively to the wider school community by working collaboratively with colleagues and other professionals, attending relevant meetings, and participating in training and development. They will maintain a professional and courteous approach at all times, presenting a positive image of the school and supporting a welcoming environment for all users.

At all times, the Facilities Assistant must adhere to school policies and procedures, particularly in relation to health and safety, safeguarding, security and confidentiality, and take responsibility for promoting the safety and wellbeing of pupils, staff and visitors. The role also includes undertaking any other duties commensurate with the post.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Hovingham Primary School which is accessible by disabled persons.

During the course of your employment, you may be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

This post is subject to an enhanced Disclosure and Barring Service check.

The school operates a non-smoking policy.

Economic Conditions

Grade:	A1 to A3
Nature of Appointment:	Permanent position with an initial 6-month probationary period
Annual Leave:	Term time only working plus up to 15 additional days primarily undertaken during the school Summer holidays
Hours:	25 hours per week (Monday – Friday 8am – 1pm)
Conditions of Service:	Local Agreement for Superintendents and NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

FACILITIES ASSISTANT PERSON SPECIFICATION

SKILLS	Ess	Des
Ability to work as a part of a team.	*	
Ability to relate to people both in person and on the telephone.	*	
Ability to deal with day to day issues on own initiative.	*	
Ability to move heavy furniture.	*	
To possess basic DIY/maintenance skills.	*	
Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.	*	

KNOWLEDGE/QUALIFICATIONS	Ess	Des
Participate in development and training opportunities.	*	
Awareness and understanding of basic safety and security measures.	*	
Working knowledge of relevant polices/codes of practice/legislation.	*	
Knowledge of Health and Safety procedures and precautions.	*	
Knowledge of COSHH regulations.	*	
Awareness of health and hygiene procedures.	*	
Knowledge of moving and handling procedures.	*	
Knowledge of basic fire regulation requirements.		*
Knowledge of using mechanical cleaning equipment.		*

EXPERIENCE	Ess	Des
Experience of working as part of a team.	*	
Handyperson experience.	*	
Caretaking/site-keeping experience in a school or similar environment.	*	
Experience of working within a cleaning environment.		*
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care.		*

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*	
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies.	*	
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*	
An ability to respect sensitive and confidential work.	*	
Commitment to own personal development and learning.	*	

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