

# Facilities Assistant

## Sutton Coldfield Hub



|                                |                                                                                                                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of Post</b>           | <b>Facilities Assistant</b>                                                                                                                                                                                         |
| <b>Status</b>                  | <b>36.5hrs per week, whole year</b><br><b>Rotating shift pattern of 06.00am–14.00pm and 14.00pm–22.00pm.</b><br><b>Core hours will be Monday – Friday, with occasional weekend work to cover operational needs.</b> |
| <b>Salary/Grade</b>            | <b>Grade 2 (NJC Points 3-8) £25,614 - £27,709 per annum</b>                                                                                                                                                         |
| <b>Start date</b>              | <b>October 2026</b>                                                                                                                                                                                                 |
| <b>Advert Closing Date</b>     | <b>18<sup>th</sup> September 2026</b>                                                                                                                                                                               |
| <b>Proposed interview date</b> | <b>W/C – 21<sup>st</sup> September 2026</b>                                                                                                                                                                         |

## Job Description

### Job Purpose

As a Facilities Assistant you'll play a crucial role in ensuring our facilities are well-maintained across our 3 Sutton Coldfield schools. You will work closely with the rest of the site team to learn new skills, build relationships and develop your career, making a positive impact for our students, staff and local community.

### Main Accountabilities

#### Maintenance & Repairs

Help organise maintenance, perform minor repairs and complete statutory checks. Report any issues and support external contractors. Respond to any service requests via the Site Helpdesk.

#### Health & Safety

Ensure safety policies, processes and procedures are followed and assist in regular site inspections. Maintain emergency systems and cleanliness.

#### Support Events & Rentals

Assist in overseeing school lettings, ensuring spaces are ready and that the site is secure at the end of each letting/function.

#### Teamwork

Work with our cleaning teams and other staff to keep our schools at the highest standards of cleanliness and upkeep. Help ensure smooth operations, even on weekends or evenings if needed. Attend team meetings and participate in training to grow your skills and develop.

## Groundskeeping

Complete outdoor maintenance, including litter patrols and gardening tasks ensuring the school grounds remain presentable.

These duties and responsibilities are neither static nor exhaustive and, at the discretion of Trust leadership and needs of the Trust, are liable to variation to reflect any future changes required of this post.

## Person Specification

### EXPERIENCE, SKILLS AND KNOWLEDGE

- A proactive attitude, demonstrate good initiative and the ability to work as part of a team Basic DIY skills are a plus
- Must be reliable and committed to maintaining a safe environment for all

### PERSONAL QUALITIES

- Able to work on own initiative and as part of a team
- Have a sense of proportion and humour
- Be optimistic, enthusiastic and generous of spirit
- Organised and methodical approach
- Be committed to safeguarding and promoting the welfare of children and young people

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.*

*We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.*

*We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain*

