

## Job Profile: Facilities and Lettings Assistant

Salary scale:	B3, SCP 7 – 11 (£26,403 - £28,142)
Working hours:	37 hours per week
Academy:	Abbey Grange Academy
Responsible to:	Site Superintendent and Lettings
Nature of Contract:	Fixed Term in the first instance (until 31 August 2026)

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### Job purpose:

- To assist in the provision of a wide range of sports centre services which are delivered within in a clean, safe and welcoming environment.
- To assist in the general upkeep of the school site

### Job specific responsibilities:

- Unlock / lock Academy buildings and areas
- To set up all the activity areas to ensure the correct timing and erection of equipment, and to problem solve where necessary
- To always check the building, fittings and equipment during set ups. To report any areas to the Site Supervisor which need attention and remove any potential hazards immediately
- To work and communicate efficiently and effectively within and between workgroups.
- To ensure that a high standard of customer service is delivered at all times.
- To deal with any initial customer enquiries, complaints or incidents, resolving where possible, or seeking assistance from the Site Supervisor.
- Assist the Site Supervisor in monitoring behaviour within the facility - deal with unruly elements, vandalism and persons gaining unlawful entry.
- To carry out various maintenance/DIY duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per the Academy schedule
- Undertake cleaning duties such as graffiti removal, litter picking
- Co-ordinate deliveries to the Academy site
- Portering duties, moving furniture and equipment
- Daily chair duty
- Co-ordinate work of cleaning staff and assist with clean up from evening events
- Ensure that good levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Aspects of Ground Maintenance
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of students, staff and visitors in accordance with appropriate health and safety legislation at all times
- Where appropriate to organise and administer the use and maintenance of the Academy mini-buses and carry out driving duties when required

- Comply with health and safety policies at all times
- First Aider certified or willingness to train as First Aider
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post

### Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
To take personal responsibility for standard of work carried out	✓	
Willingness to participate in development and training opportunities	✓	
Excellent working relationships with members of staff	✓	
Support the Christian ethos and values of Abbey Grange	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Good general level of education to GCSE or equivalent including Maths and English GCSE Grades A* - C or equivalent		✓
First Aid Certificate, or working towards one within 6 months of appointment		✓
Ability to work as 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	✓	
To possess basic DIY skills	✓	
Awareness and understanding of basic safety and security measures		✓
Working knowledge of relevant policies/codes of practice/legislation		✓
Knowledge of Health & Safety procedures and precautions regulations		✓
Knowledge of COSHH regulations		✓

Experience as working as part of a team	✓	
DIY experience	✓	
Caretaking/site-keeping experience in a school or similar environment		✓
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

### Our Trust mission:

In Partnership to Educate, Nurture and Empower

### Our Trust vision:

*Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).*

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)

