

**Forest Way School
Premises Estates & Facilities Assistant Job Description**

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Forest Way School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Job Title: Premises Estates & Facilities Assistant

Grade: 6 Point 9

Hours: 37 hours per week x 52 weeks a year
09:30-18:00 to be worked on Mondays to Fridays
With a 1 hour lunch break

Job Purpose	<p>Working within the estates and facilities team to be a consistent and exceptional, positive role model to Forest Way School community.</p> <p>Working with some direction within prescribed Forest Way school systems.</p>
Culture & Values	<p>To ensure high quality estates and facilities are in place to support teams across the school, securing safe, positive outcomes for children and young people.</p>
Vision in action	<p>Effectively maintain a defined area of estates and facilities so that health & safety, including compliance is of high quality.</p> <p>Ensure effective monitoring of the quality of learning environments offered within a defined area working within the priorities set.</p> <p>Ensure your own knowledge and expertise of the school estate is up to date and implemented efficiently.</p>
Accessibility and compliance of estates and facilities	<p>Ensure identified priorities are acted upon effectively in line with legislation and school plans.</p> <p>Contribute to consistent and robust risk assessments enabling the school to function effectively and efficiently.</p> <p>Ensure the environment is of high quality and conducive to supporting learning.</p>
Teams	<p>To provide an exemplary role model of practice, policy and procedures within the defined areas of responsibility within estates.</p> <p>Contribute to the Estates team development of whole school and Forest Way processes helping to</p>

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	ensure improvement in the quality of learning environments
Community	<p>Ensuring effective partnerships with all stakeholders including the local area communities.</p> <p>Ensuring an effective inclusive learning environment with equality of opportunity for all.</p>
To whom the postholder reports to	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> • The Site Manager (as line manager) • The Trust Estates Manager (as Estates lead across the Trust)
Generic duties and responsibilities	<p>Everyone is responsible for safeguarding children and young people to the highest standard including supporting and meeting their medical needs.</p> <p>Everyone is responsible for ensuring they follow and comply with Forest Way school policy and procedures at all times.</p>

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	Essential	Desirable	Where tested: A – application I+AC -Interview and or activities R - References
Knowledge of basic health and safety procedures	✓		I
Knowledge about safeguarding and the additional vulnerabilities of disabled children and young people and how this impacts	✓		I
General knowledge of building cleaning and maintenance procedures	✓		I +Ac R
Experience of completing a maintenance role either within a home or work-based setting	✓		A
Willingness to work in accordance with school policy and procedures.	✓		I & Ac R
Attention to detail/taking pride in the work you undertake	✓		I
Premises			
Ability to use standard office equipment	✓		Ac
Ability to use own initiative to respond to routine queries using standardised information.	✓		I + Ac A + I + Ac
Good communication skills	✓		I
Ability to alert senior staff to unsafe practices.	✓		
An ability to dynamically undertake Risk Assessments in relation to premises function.	✓		I + Ac
A knowledge of good security practices.	✓		A + I
Ability to maintain accurate records.			I
Good organisational skills – ability to complete tasks to deadlines	✓		A + I
Ability to use range of tools/cleaning equipment relevant to post.	✓		A + I + Ac
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in specialist areas	✓		A + I + Ac

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	Essential	Desirable	Where tested: A – application I+AC -Interview and or activities R - References
<p><u>Teams</u></p> <p>Promote a positive approach to working within our school including working effectively with colleagues</p> <p>Ability to work independently adapting your approach to the needs and deadlines of the work required.</p> <p>Ability to work flexibly as part of a team</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>A + I + Ac</p> <p>A + I + Ac</p> <p>A + I + Ac</p>
<p><u>Community</u></p> <p>Ability to communicate effectively with pupils families visitors and colleagues</p> <p>Ability to communicate with children and young people with additional communication and interaction needs</p>	<p>✓</p>	<p>✓</p>	<p>A + I + Ac</p> <p>A + I + Ac</p>
<p><u>General</u></p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Duty 2010</p>	<p>✓</p> <p>✓</p>		<p>A R</p> <p>A R</p>