

TITLE OF POST:	Facilities Assistant
GRADE:	NJ07
DATE OF APPOINTMENT:	ASAP
LINE MANAGER:	Estates Manager

Job Purpose

The Facilities Assistant plays a vital role in supporting the Operations Manager to ensure the smooth functioning, safety, and cleanliness of the school site. The role involves housekeeping, setup, logistics, security, maintenance, and compliance with health and safety regulations to maintain a safe, efficient, and operational environment for all users.

Key Accountabilities

- Ensure the ongoing maintenance, cleanliness, and overall presentation of the school buildings and grounds.
- Open and secure the premises as needed for both regular operations and special events or activities.
- Serve as a keyholder, responding promptly to emergencies such as break-ins, fire alarms, or other urgent situations.
- Ensure all contractors are properly inducted, issued a permit to work, follow the school's sign-in procedures, and are managed in accordance with safeguarding protocols, understanding the appropriate processes for those with and without enhanced DBS clearance.
- Oversee contractor activity on-site and report any issues or deviations from expected standards to line manager.

Health and Safety Compliance Responsibilities:

- Carry out routine health and safety inspections and ensure planned maintenance activities are completed across the site.
- Maintain and regularly update all relevant health and safety documentation, including COSHH records, risk assessments, permits, and method statements.
- Support the completion of health and safety risk assessments and proactively recommend improvements where necessary.
- Ensure all tools, equipment, and chemicals are handled and used safely, in full compliance with COSHH regulations and best practices.

General Maintenance and Repairs

- Carry out routine remedial repairs using both manual and powered tools.

- Complete general maintenance tasks such as re-lamping, basic plumbing, carpentry, and other minor repairs.
- Ensure external areas, including signage, pathways, and car parks, are kept clean, tidy, and well-presented.
- Resolve minor issues promptly and coordinate with external contractors for more complex or larger-scale repairs.
- Take responsibility for contacting contractors via phone or email, clearly outlining the issue and arranging site surveys if required. Obtain quotations and follow the school's procedures for approving and booking in works. Ensure all contractors provide Risk Assessments and Method Statements (RAMS) prior to attending site.

Cleaning & Presentation Responsibilities:

- Maintain a high standard of cleanliness across all internal and external areas, including playgrounds, car parks, and walkways.
- Regularly remove debris, snow, and other potential hazards to ensure safe access and compliance with safety standards.
- Carry out occasional deep cleaning or non-routine cleaning tasks as needed.

Logistical Support & Setup Responsibilities:

- Provide support with classroom setups, internal relocations, and managing deliveries as required.
- Prepare spaces for after-hours events and ensure they are returned to their original condition for normal school use.

Energy and Environmental Management:

- Monitor and operate building energy systems to support energy conservation and ensure efficient use of resources.

Support & Flexibility:

- Provide practical, hands-on assistance for various projects, including light gardening and outdoor maintenance tasks.
- Offer cover for other site staff during periods of sickness, leave, or other absences to ensure continuity of service.

Person Specification

Qualifications & Training

Essential:

- Basic literacy and numeracy skills (e.g., GCSEs or equivalent).
- Adequate written and verbal communication skills to effectively interact with colleagues, contractors, and school staff.
- Ability to carry out tasks using the latest systems and processes in place (e.g., digital reporting, building management systems, or maintenance tracking tools).

- Sound knowledge of Health and Safety regulations, including COSHH requirements.
- Competence in using powered and manual tools for routine maintenance and repair tasks.

Desirable:

- Relevant trade qualifications (e.g., plumbing, electrical, carpentry).
- First Aid certification.
- IOSH certification
- Training in safeguarding, particularly within child-focused environments.

Experience

Essential:

- Demonstrated experience in facilities or site management.
- Proficiency in using tools and equipment for general maintenance and repairs.
- Practical understanding and application of COSHH and other health and safety practices.
- Experience in maintaining a safe, clean, and secure working environment.

Desirable:

- Previous experience working in a school or educational setting.
- Awareness of energy management and environmental sustainability practices.

Skills & Abilities

Essential:

- Strong practical skills in repairs, maintenance, and general troubleshooting.
- Confident and safe use of both powered and manual tools.
- Good organisational and time management skills, with the ability to prioritise tasks effectively.
- Basic IT skills for tasks such as record-keeping, reporting, and communication.
- Ability to work independently with minimal supervision, as well as collaboratively within a team.
- Comfortable using and adapting to new systems and technologies as required.

Desirable:

- Experience liaising effectively with contractors and external service providers.

Personal Qualities

Essential:

- Reliable and punctual, with strong attention to detail.
- Positive, proactive, and flexible approach to work.
- Committed to maintaining high standards of safety, hygiene, and confidentiality.
- Clear and respectful communication skills, with the ability to engage appropriately with staff, students, and visitors.

Desirable:

- Willingness to contribute positively to the wider school community.

Other Requirements**Essential:**

- Physically capable of carrying out manual tasks such as lifting, moving, or setting up equipment.
- Willingness to work flexible hours when required, including evenings, weekends, or during emergency call-outs.
- A strong commitment to safeguarding and promoting the welfare of children, in line with school policies and procedures.

This job description will be reviewed annually 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 school in relation to the post holder's professional responsibilities and duties.

About Barnhill Community High

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is part of Middlesex Learning Partnership Trust, a growing network dedicated to excellence in education.