



# CEDARS

UPPER SCHOOL

## FACILITIES ASSISTANT JOB DESCRIPTION

**RESPONSIBLE TO:** Facilities Manager / Cluster Facilities Manager

**GRADE:** L3

**CONDITIONS:** 37 Hours per week, 52 weeks per year with appropriate holiday entitlement taken by negotiation with the line manager.

This post is subject to a flexible shift pattern. Possible hours 10.00am - 6.00pm, 6.00am - 2.00pm & 8.00am - 4.00pm. Weekends and evenings may be required on occasions and will be notified in advance.

### PURPOSE OF POST:

To directly support and assist the Facilities Manager in all areas of the general maintenance, care and upkeep of the school's buildings, grounds and facilities. To be able to carry out electrical, plumbing, carpentry and other general repairs around the school site as required.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

1. To undertake the opening and closing of Trust premises and main site security procedures including alarm systems and ensuring all doors & windows are secured and all lights & heaters are switched off and act as a designated key holder for the school as directed.
2. To support the facilities team with general maintenance repairs, decorating and grounds upkeep as required to ensure grounds to a high standard at all times.
3. To operate systems such as heating, lighting, ventilation, cooling, fire and security etc and undertake regular checks of the systems to ensure they are at optimum operating levels.
4. To complete various health & safety checks including those related to fire and security systems, COSHH, water hygiene, electric, gas etc. as directed and to ensure records of daily, weekly and monthly health and safety checks are kept up to date.
5. To report any breaches of security to the Facilities Manager and Head Teacher and ensure that any resultant damage is resolved promptly as well inform them of any pest / vermin issues.
6. To provide access to premises and arrange emergency repairs out of school hours.



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7. To keep the school site safe for all users including preventing unauthorised/unsafe parking; removing snow and other obstructions from main entrances, steps, paths, car parks etc. and maintain adequate stocks of salt and sand.
8. To undertake repairs and maintenance tasks of the buildings and site as requested by the Facilities Manager.
9. To perform regular litter picking on school grounds to maintain a litter free environment at all times including emptying site waste bins regularly which also includes collecting and assemble waste ready for collection.
10. To provide an effective portorage facility, operating agreed procedures for receiving, recording and directing all deliveries including the moving of furniture and equipment within schools as required.
11. To assist with the setup of equipment and furniture for school events, including examinations.
12. To undertake emergency cleaning and removal of graffiti.
13. To ensure that the school buildings and site are clean, accessible and meet set hygiene standards. Supervise the work of the cleaning staff on a day-to-day basis and cover cleaning duties of absent cleaners as required.
14. To assist with deep-cleaning and maintenance programmes during school closure periods.
15. To assist with the operation of the Trust's minibus fleet including keeping them clean.
16. To undertake any other duties of a similar level and responsibility as may be required from time to time.

### *Additional Information*

#### Working Hours

Annual hours will be based on an average working week of 37 hours over 52 weeks with appropriate holiday entitlement taken by negotiation.

Weekends and evenings may be required on occasions and will be notified and agreed in advance and will usually be on the basis of a rearrangement of working hours. Working hours will be reviewed annually in light of the needs of the school and adjustments made by mutual consent.

The Facilities Supervisor will be expected to ensure that her/his holidays and the holidays of all other facilities and premises staff are taken in such a way as to provide cover for the schools at all times.

The exact nature of responsibilities to be undertaken during the school holiday period will be decided in conjunction with the Headteachers and Senior Leadership.

HEADTEACHER: MR MARK GIBBS  
WWW.CEDARSUPPERSCHOOL.ORG.UK



CHILTERN  
LEARNING  
TRUST

Part of the Chiltern Learning Trust (A company limited by guarantee).  
Registered in England and Wales. Company registration number: 7559901.  
Registered office: Denbigh High School, Alexandra Avenue, Luton, Bedfordshire, LU3 1HE



**CEDARS**  
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Mentmore Rd, Linslade  
Leighton Buzzard  
Bedfordshire, LU7 2AE  
01525 219300

[x.com/cedars\\_upper](https://www.instagram.com/cedarsupper_school) X  
[instagram.com/cedarsupper\\_school](https://www.instagram.com/cedarsupper_school) @  
[facebook.com/cedarsupper\\_schoolLB](https://www.facebook.com/cedarsupper_schoolLB) f

**Generic Responsibilities of all staff:**  
**DIMENSIONS:**

**Supervisory Management:** Day to Day management of contractors and Facilities Assistant  
**Financial Resources:** N/A

**Physical Resources:** Various light to medium power tools, repair equipment, manual tools, mechanical gardening equipment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

***'The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.***

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## Person Specification: Facilities Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected Desirability (D):- useful for choosing between two good candidates.

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria. |   |  |  |                |
|---|---|--|--|----------------|
| Attributes  | Essential   | How Measured   | Desirable  | How Measured   |
| Experience  | <ul style="list-style-type: none"> <li>Experience of facilities duties in a general capacity</li> </ul>   | 1,2,5  | <ul style="list-style-type: none"> <li>Some supervisory experience</li> <li>Experience of working in a school environment is desirable for this post.</li> </ul>                             | 1,2<br>1,2     |
| Skills / Abilities  | <ul style="list-style-type: none"> <li>Basic handy-person skills, able to carry out minor / temporary repairs including some simple plumbing and joinery work</li> <li>Able to communicate effectively with external agencies and colleagues.</li> <li>Ability to work with minimal supervision and direction.</li> <li>Ability to adjust to constantly changing work demands and to meet competing deadlines.</li> <li>Literacy skills - able to read instructions and maintain work related written records.</li> <li>Ability to work as part of a multi-disciplinary team.</li> <li>Basic ICT skills.</li> <li>Follow simple instructions and procedures e.g. security systems and procedures</li> </ul> | 1,2<br>1,2<br>1,2<br>1,2<br>1,2<br>1,2<br>1,2<br>1,2 | <ul style="list-style-type: none"> <li>Previous handy-person / trade experience.</li> <li>Good skills with regards to repair and maintenance of plumbing electrical and carpentry</li> </ul> | 1,2,5<br>1,2,5 |
| Equality Issues   | <ul style="list-style-type: none"> <li>Committed to the principles of equality of opportunity.</li> </ul>   | 1,2  |  |                |





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|                        |  |       |                    |       |
|------------------------|--|-------|--------------------|-------|
| Specialist Knowledge   | <ul style="list-style-type: none"> <li>Some knowledge of Health and Safety.</li> </ul>   | 1,2   | Knowledge of COSHH | 1,2,4 |
| Education and Training | <ul style="list-style-type: none"> <li>Competent in English/Math's.</li> <li>Willingness to undertake relevant training including first aid training and relevant health and safety courses.</li> </ul>  | 1,2,4 |                    | 1,2,4 |
| Other                  | <ul style="list-style-type: none"> <li>Able to adapt to changing operational demands in terms of tasks undertaken.</li> <li>Able to work flexibly to meet the needs of the school (this may include some evening and weekend events/meetings).</li> <li>Full driving license.</li> </ul> | 1,2   |                    |       |

**(1 = Application Form      2 = Interview   3 = Test      4 = Proof of Qualification   5 = Practical Exercise)**

**The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.**

**All personnel may be required to work across both schools by agreement with the Chief Executive.**

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

- i. Equal Opportunities
- ii. Health and Safety
- iii. Data Protection Act (1984 & 1998) amended GDPR 2018
- iv. Code of Conduct

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