

Job Profile:

Facilities Assistant (Lettings) and Grounds Maintenance



Salary scale:	B3, 7 to 11
Working hours:	37 hours per week
Academy/department:	Bishop Young CofE Academy
Responsible to:	Site Superintendent and Lettings
Nature of contract:	Permanent, term time only, 38 weeks per year plus 15 days

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:

- To set up all the activity areas to ensure the correct timing and erection of equipment, and to problem solve where necessary
- Secure site; Unlock/ lock Academy building and areas.
- Undertake regular security checks, respond to alarms and monitor CCTV systems.
- 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 assist in the implementation of emergency procedures and operational plans where appropriate, e.g. evacuation
- 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 ground maintenance duties such as mowing grass, cutting hedges and line marking etc.
- Ensure all external areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Having due regard to appropriate health & safety legislation when undertaking all duties.
- To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
- Undertaking all necessary training in order to carry out the above tasks effectively.
- To carry out all tasks giving due regard to confidentiality of information and security of monies and property.
- Develop and raise profile of the centre.
- To contribute to the overall ethos, work & aims of the sites.
- Actively participating in the Performance Management.
- Identify personal training needs and other learning activities as required.
- Develop an understanding of policies & procedures, complying with their contents and raising concerns in a timely manner
- To recognise own strengths, areas of expertise and use these to advise and support others. The post holder may be required to undertake other duties that are commensurate to the post holders abilities, position & grade.
- Any other duties of a similar nature related to the post which may be required from time to time.
- To carry out supervisory duties in accordance with published schedules.

- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To ensure confidentiality of the Academy's activities is maintained in order to protect the integrity of the organisation and its stakeholders.
- General responsibility for the care of all equipment and materials within the academy.
- Work out of hours on evenings or weekends on a rota basis, depending on the needs of the site team.

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 deliver, 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:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective communicator, influencer and negotiator	✓	
An innovator who will support and drive change	✓	
Excellent time manager	✓	
Confident, positive and approachable with a customer focus	✓	
Logical and methodical with a meticulous eye for detail	✓	
Resourceful and creative	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Coaching/Fitness Instructor qualification		✓
First Aid qualification		✓
Customer Care Qualification		✓
Completion of, or working towards, additional professional qualifications		✓
Driving license/access to vehicle and willingness to travel to Abbey Mat schools	✓	
Proven experience of sports centre equipment and maintenance requirements	✓	

Working knowledge and understanding of Health and Safety legislation.	✓	
Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Academy works in partnership.	✓	
Tenacity, flexibility and the ability to work under pressure.	✓	
Understanding of relevant school policies and procedures		✓
Basic knowledge of electrical maintenance		✓
Successful working relationships with students, staff, parents/carers and the wider community	✓	
Experience of working in a sports center or similar role.	✓	
Experience of working within general maintenance		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
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).

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