



## JOB DESCRIPTION

### Estates and Facilities Assistant

<b>REPORTS TO:</b>	Estates and Facilities Supervisor
<b>PAYSCALE:</b>	Band 3 Mid, Point 6-11 (£25,989 - £28,412)
<b>LOCATION</b>	Epping St John's Church of England School
<b>TERMS:</b>	You will be required to meet the general requirements of this post as specified within this job description. In addition, you will be required to fulfil any reasonable expectations from the Head Teacher.
<b>CONTRACT:</b>	Permanent – Full Time, Immediate Start

### PURPOSE OF THE JOB

- Support the Site Supervisor for maintaining school facilities and the opening and closing of the school, carrying out caretaking duties including maintenance, portorage and cleaning.

### Liaison with:

- The post-holder will be expected to network and liaise with the Site Supervisor Teaching / Associate Staff, School Representatives, External Agencies, Students and Parents.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Oversight of:

- Security, maintenance, portage and upkeep of the school both internally and externally.

### Specific Responsibilities:

#### Security and supervision:

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence.
- Attempting to prevent unauthorised access onto the school premises or grounds.  
(Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

#### Caretaking and maintenance:

- Undertaking cleaning of allocated area(s), and secondary cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above).
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-  
plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
- Redecoration as appropriate.
- Plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings.
- Fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double-glazed units or windows at a high level
- Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.

- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

### **Additional duties**

- Testing portable electrical equipment if trained and accredited to do so.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement.
- Preparing the school premises and site for out of school activities.
- Assisting, as required, in the completion of claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.

### **Safeguarding Children**

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Estates and Facilities Assistant			
		Essential	Desirable
<b>Qualifications and documentation</b>	Good written, verbal and numeracy skills	X	
	Basic knowledge of First Aid		X
<b>Experience</b>	First line maintenance and cleaning	X	
	Using security systems	X	
	Heating plant systems	X	
	General caretaking duties including basic repairs	X	
<b>Knowledge</b>	Security Systems	X	
	Heating Systems	X	
	Basic plumbing, everyday general repairs and maintenance and external gardening	X	
		X	
<b>Skills / Competencies</b>	Ability to relate well to adults and children	X	
	Ability to work independently and manage workload	X	
	Ability to communicate effectively to colleagues, students and parents	X	
	Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people	X	
	Attention to detail	X	
	Discretion, tact and diplomacy	X	
	Good numeracy/literacy/ICT skills	X	
	Work constructively as part of a team, follow instructions, understand roles and responsibilities	X	
<b>Personal Qualities</b>	A belief in the ability of children and young people to achieve and to overcome obstacles to their learning	X	
	A high level of personal integrity	X	
	Committed to safeguarding children	X	
	Commitment to the overall success of the school	X	
	Calm under pressure and flexible in approach	X	
	Emotionally intelligent and self-aware	X	
	Positive attitude to use of authority and maintaining discipline	X	
	Enjoys working in new and challenging situations		
	Reliable and trustworthy	X	
	Proactive, enthusiastic, optimistic and innovative	X	
	Flexible and adaptive approach to work	X	
	Professional working attitude	X	