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| **Post Title:** | Facilities Assistant/Driver |
| **Accountable To:** | Site Manager |
| **Location:** | Richmond Hill Academy |
| **Scale** | A1/A3 |

## **Role:**

Under the direction / instruction of the Site Manager and / or appropriate senior staff, to assist in the provision of maintenance and security services on the academy premises thereby ensuring a safe working environment. To drive the academy minibus as required; and to cover absence for the Site Manager as required. Work may include split shifts.

**Duties:**

**Security**

* Lock / unlock academy buildings and areas (as required)
* Assist with regular security checks
* Operate alarm systems where appropriate
* Cover lettings (as required).

**Cleaning and Maintenance**

* Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
* Collect and assemble waste for collection
* Undertake cleaning duties including litter-picking
* Undertake emergency cleaning duties
* Provide emergency access to the college site
* Undertake activities to maintain a safe and clean external environment.

**Resources**

* Ensure the maintenance of a clean and orderly working environment
* Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
* Undertake basic record keeping as directed
* Refill and replace consumables e.g. soap and towels (as required)
* Report faulty equipment and other maintenance requirements to the appropriate person
* Maintain the security of academy premises by securing entrances / exits as appropriate and reporting potential security breaches
* Ensure lights and other equipment are switched off as appropriate
* To work alongside other colleagues to determine the smooth running of Open / Parents’ Evenings.

**Organisation**

* Assist with the receipt, distribution, collection and despatch of goods
* Assist and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions.

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos / work / aims of the college
* Appreciate and support the role of other professionals
* Attend relevant meetings and training as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the college with courtesy and consideration
* Present a positive personal image, contributing to a welcoming college environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

**Driving** (D1 Licence required )

* Drive the Academy minibus
* Be responsible for small groups of students whilst driving the minibus
* To complete documentation on daily inspections of any minibuses
* To be responsible for the routine cleaning of any minibuses
* To ensure all test certificates are kept up to date.

All duties outlined are within the provisions of the Local Agreement for Superintendents.

## Any Special Conditions of Service:

* There will be a need to work outside of school hours and off school premises, as required by the Academy.
* There is a strict No smoking policy

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Working in partnership with The Gorse Academies Trust, Richmond Hill Academy is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment. The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks. We promote diversity and want a workforce which reflects the population of Leeds.