

VYNERS SCHOOL



SENIOR FACILITIES ASSISTANT

Job Description

Core Purpose:

To work as part of the team ensuring that Vyners School is a physically safe and well maintained place of work / education. To deputise for the Facilities Manager in their absence.

Core Qualities:

- Flexible and hardworking
- Possesses a range of DIY skills, including basic carpentry, plumbing, minor electrics and redecoration skills
- Capable of managing contractors and liaising with the full range of school staff, as required
- Keen to play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people.

Specific Responsibilities

- To act as master key holder and to respond to out of hours intruder alarm call outs as required
- To be responsible for opening the school in the morning, and locking up at night / at weekends as may be required (including setting / re-setting the alarm).
- To ensure the school is clean and ready for use at the start of each day. This will involve liaising with the onsite cleaning staff as well as directly responding to emergencies during the school day.
- To play a part in ensuring that external and communal areas are kept as clear of litter as possible. To undertake external grounds maintenance duties, including instructing the external contractor, as may be required.
- To respond to ad hoc requests as may be required during the day, including minor cleaning, replenishment of supplies in public areas and maintenance requests eg bulb replacement etc.
- To undertake reasonable repairs, decoration and maintenance, requiring a DIY level of skill, with due regard to ensuring their own safety as well as the safety of other school users.
- To provide support to the Facilities Manager in supervising external contractors on site, with particular regard to ensuring a safe environment and the satisfactory completion of work
- To provide support to the Facilities Manager in ensuring the efficient and effective use of services, including heating, lighting and water usage
- To provide portering services round the school as required
- To work with the Facilities Manager in ensuring that furniture is laid out as required eg for exams, assemblies, school events etc.
- To support external lettings, including the preparation of areas / setting out of furniture, on-site supervision and securing the site afterwards
- To be responsible, under the supervision of the Facilities Manager, for issuing school keys to staff and supervising their return. To ensure that the relevant record of keys issued is maintained and up to date at all times
- To be responsible for the issuing of minibus keys, logging of minibus bookings, logging of fuel / maintenance tests etc.
- To act as a driver for the school minibus, taking staff and students to and from local venues (eg other local schools, Uxbridge Town Centre, Hillingdon Tube) as may be required - clean driving licence desirable.

- To report any H&S issues to the Facilities Manager, including hazards identified round the school, statutory H&S checks and any incidents which occur. To ensure that emergency evacuation routes remain free from obstruction at all times.
- To ensure that combustible materials and chemicals under the control of the Facilities Team are stored in such a way as to minimise the risk of fire or other emergency incident.
- To play a part in undertaking such statutory H&S checks as may be required by the Facilities Manager.
- To correctly record data when carrying out routine testing tasks (eg fire alarm testing) as well as producing reports as and when requested
- Any other duties as may be reasonable be required from time to time

The nature of this post involves lifting and carrying, as well as some working at height.

Line manager:

Facilities Manager

Hours of Work:

6.30am – 3pm Monday to Thursday. 6.30am - 2pm Friday. 1/2 hr unpaid lunch per day.

The postholder will be expected to show some flexibility around their working hours, to accommodate school functions etc.

Grade:

This post is paid at Vyners Grade 3.

Total Hours:

39 hours per week. 52 weeks per year. 2028 hours per annum.

20 days annual leave plus statutory bank holidays (rising to 25 days after 5 years service).

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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VYNERS SCHOOL



SENIOR FACILITIES ASSISTANT

Person Specification

Essential:

- Flexible in term of work duties and hours of work
- Hardworking
- Trustworthy
- Reliable
- Good all round DIY skills
- Proactive, especially in the absence of the Facilities Manager
- Common sense and the ability to prioritise the immediate needs of the school
- Able to provide innovative solutions to immediate repairs and maintenance as required
- Calm, resilient and prepared to work under pressure / to deadlines as required
- Capable of working independently and within a team
- Excellent record of attendance and punctuality
- Discretion, tact and diplomacy
- Sense of humour
- Basic IT skills – MS Word and email
- Good customer service and interpersonal skills
- Willing to attend training courses as may be required
- Capable of meeting the physical demands of the job.

Desirable:

- Previous experience of having worked in a secondary school or other large educational establishment
- A willingness to become involved in the wider life of the school beyond the confines of the job
- Experience of having driven a minibus or other large vehicle.
- Manual Handling certificate (training provided)
- Fire warden certificate / extinguishers (training provided)
- Previous Working at Height training / experience of having worked with ladders and at height