



# SALESIAN COLLEGE FARNBOROUGH

## Job Description

### SITE FACILITIES OFFICER – TERM TIME ONLY

**Remuneration:** Up to £25,350  
(40 hours per week, 35 weeks per year, term time)

**Line Management:** Facilities Manager

#### About the College:

Salesian College is a leading private boys' College in Farnborough, Hampshire, offering exceptional education and a supportive community. We welcome secondary age boys and attract a mixed 6<sup>th</sup> form into the College.

#### About the Role:

We are seeking a highly motivated and proactive Site Facilities Officer to join our team. This role is crucial in ensuring the smooth and efficient running of our College facilities, our fleet of minibuses and the College sports ground.

#### Key Responsibilities:

##### Facilities tasks:

- Perform general facilities duties as required, including minor repairs, cleaning, and tidying to the College site, both inside and outside.
- Assist with the set-up and take-down of College events and functions on site.
- Contribute to the overall cleanliness and presentation of the College grounds, including light gardening tasks.
- Work effectively as part of a team and independently.
- Follow all College health and safety procedures. (Training will be provided)

##### Sports Ground Maintenance:

- Assist with the general upkeep of the College sports grounds.
- Ensure the sports grounds are safe and well-maintained for use by students and staff.
- Set up for College sporting events and assist with post event clearance.

##### Minibus Maintenance and Upkeep:

- Conduct daily safety checks on all minibuses.

- Carry out minor repairs and maintenance as required (e.g., changing bulbs, topping up fluids).
- Ensure minibuses are clean, presentable, and in a roadworthy condition at all times.
- Maintain accurate records of all minibus maintenance and servicing.

**Essential Skills and Experience:**

- \* Previous experience in a facilities or maintenance role, preferably within an educational setting.
- \* Proven ability to carry out minor repairs and maintenance.
- \* Valid UK Driving Licence, ideally including ability to drive minibus.
- \* Excellent communication and interpersonal skills.
- \* Ability to work effectively as part of a team and independently.
- \* Strong work ethic and a proactive approach to problem-solving.
- \* Flexibility and the ability to adapt to changing priorities.

**Desirable Skills and Experience:**

- \* Experience in minibus driving, MIDAS advantage
- \* Knowledge of health and safety regulations.
- \* Basic understanding of mechanical principles.
- \* First Aid qualification.

**Pattern of work:**

Hours of work will be 40 hours per week, worked between 06:30 - 20:00. This will be scheduled in advance with your line manager to meet operational needs. 35 weeks per year in line with College term dates.

**Benefits:**

- \* Competitive salary
- \* Free school meals provided during College term time
- \* Pension scheme
- \* Professional development opportunities

**To Apply:**

To apply please visit:

Closing date: 30<sup>th</sup> March 2025

Salesian College is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Salesian College is dedicated to safeguarding children. Therefore, the successful applicant must be willing to undergo an Enhanced Disclosure and Barring Service (DBS) check as a condition of employment. Additionally, the applicant must comply with the College's safeguarding policies and procedures.