

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Facility and Letting Assistant</b>
<b>Post Grade/Salary:</b>	<b>Scale 4 &amp; 5 -£22377 to £25809</b>
<b>Responsible to:</b>	<b>School Business Manager</b>
<b>Hours of Work:</b>	<b>36 hours per week, Monday to Sunday 52 weeks</b>
<b>Holidays:</b>	<b>Leave will not normally be granted during the term time and other peak times e.g. enrolment (late August to early September)</b>
<b>Post Tenable:</b>	<b>As soon as possible</b>

**Context:** The Site Assistant will be responsible to the Facilities Manager and will be a member of a team required to respond in a flexible and responsive manner to identified needs throughout the School and with its Lettings Schedule.

The Site Assistant will have a background in a caretaking or maintenance role with knowledge of heating systems and the control of similar plants. He/she will be familiar with hand and power tools appropriate to basic maintenance needs, have a flexible approach to work, a sense of humour and the ability to work under pressure.

The Site Assistant will be a member of the facilities team.

### Main Responsibilities

- To be a key holder for the school, opening and closing the school before/ after lettings.
- To communicate with the letting/user, ensuring they are fully aware of the Health and Safety policy and Emergency procedures.
- To ensure all documents from the user have been collect and filed.
- To assist in the setting up of equipment, and ensure the areas used are tidy and ready for use for the next day.
- To undertake cleaning duties when necessary.
- To report any damage that has been caused by the user to the Facilities Manager.
- To ensure the school is secure and classrooms are kept locked at all times.
- To have knowledge in Health and Safety procedures
- To carry out a facility inspection of the school and report any defects.
- To direct visitors to the designated area of hire.
- To be the main contact for the users while on duty.
- Ensure all Fire Exits and escape routes are clear from obstruction.
- Ensure pathways are clear and safe at all times.
- To be the responsible person in the event of a Fire alarm.
- Support fully at all times the aims and objectives of the School.
- Be responsible for the general care of the School premises and the identification, and

reporting of minor defects.

- Provide a basic repair and maintenance response.
- Be responsible for the locking and unlocking of the School to ensure that the premises are unlocked and locked and that rooms are prepared for teachers, examinations, conferences, meetings, etc.
- Prepare a range of surface areas (e.g. woodblock, floors etc.) to receive application(s) of protective coatings.
- Make safe any broken glass and arrange for appropriate replacements.
- Carry out regular inspections including start up and shut down procedures of heating systems and control units (including hot and cold water systems).
- Select and use safely, appropriate hand-powered tools to carry out minor repairs to buildings, equipment, furniture and fittings.
- Take an active part in general energy saving and management and make appropriate recommendations.
- Receive and porter light goods and materials including the relocation of furniture and equipment, subject to safe practices of materials handling and lighting.
- Ensure compliance to Health and Safety requirements in terms of PPE.
- Receive specified training and development as required.
- Act as School First Aider with appropriate training and updating.
- Respond (on a list basis) to call outs by police and Alarm Company Control during closure periods including nights and weekends in compliance with the schools **Lone Working Policy**.
- Ensure cleaning is carried out to contract standards both internally and externally:
- Undertake cleaning role as determined by Premises Manager;
- Keep cleaning equipment in good condition;
- Remove graffiti;
- Ensure ready access to the School at all times (e.g. removal of snow);
- Follow all agreed quality assurance systems operating in the School and contribute generally to the establishment and development of a quality provision/service.
- Undertake staff development activities that support personal development and the changing needs of the School and its environment.
- To promote and safeguard the welfare of young people that he or she is responsible for or comes into contact with.
- To assure reasonable care for the health and safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of the law, as required by the Health and Safety at Work Act 1974.
- To respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which are available in the School.
- To undertake additional duties commensurate with the post as required by the Head Teacher.
- To undertake ground maintenance and cleaning at the school.
- To undertake basic grounds maintenance at the school's linked pitches at Alexandra Park.

**Please note:**

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the School. It does not form part of the terms and conditions of employment.