

# JOB DESCRIPTION AND PERSON SPECIFICATION

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|-------------------|----------------------------------------------------------------------|-------------------|----------------------------------------------------------------|
| <b>Job Title</b>  | Facilities Assistant                                                 | <b>Location</b>   | The Bulwell Academy                                            |
| <b>Salary</b>     | BA5 - Points 4-6 £25,185 - £25,989 FTE (£8,872-£9,062 actual salary) | <b>Hours</b>      | Term-Time only (39 weeks) 15 hours per week (6.00pm to 9.00pm) |
| <b>Department</b> | Facilities                                                           | <b>Reports To</b> | Facilities/Site Manager                                        |

## JOB PURPOSE:

The Facilities Assistant delivers a practical and efficient service to the Academy to ensure that all internal and external areas are clean, tidy, well maintained, and secure.

## KEY RESPONSIBILITIES AND DUTIES:

### Maintenance

- Maintain a clean site free of litter/seasonal waste at all times of the school day and in all areas.
- Assist the clearance of pathways and grounds of hazards including ice and snow to ensure safe opening of the site and continued safety throughout the school day.
- Ensure that the building and grounds are maintained and operate in a safe and secure way, especially during severe weather conditions.
- Jet washing outside areas.
- Carry out light maintenance and repairs as listed on the daily maintenance schedule or as instructed.
- Approach each task in a methodical way being sensitive to the daily operation needs of the school.
- Use all hand tools (powered and otherwise) and operate machinery in a correct and safe manner.
- Maintain tools and equipment ensuring security and appropriate use and returning safely to designated storage areas.
- Keep all tools and equipment in a safe working condition, reporting any breakages and tool failures to the Facilities Manager immediately.
- Use the Building Management System (BMS) to ensure all systems are working correctly.
- Store all harmful or dangerous products in a safe manner and in accordance with storage instructions.
- Report all faults to the Facilities Manager immediately and in their absence contact an appropriate approved contractor to carry out repairs that pose a Health & Safety risk or disruption to the normal running of the academy.

### Site Responsibilities

- Set up room spaces according to instructions for academy use (assemblies, open evenings etc.).
- Participate in the locking up rota.
- Supervise out of hours events.
- Be willing to attend site during out of hours emergency response situations (when required).
- Ensure that the academy is properly secured after each working day.
- Accept deliveries of stores, materials and other goods and convey to appropriate areas.

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- Attend to cleaning spillages or emergencies throughout the academy when the Cleaning Team aren't available
- Respond appropriately to the Fire Alarm System if required

## Health and Safety

- Follow all health and safety instructions in full.
- Work in a safe manner and in accordance with industry regulations and the academy's safety policy.
- Seek advice and guidance on any activity which may cause harm directly or indirectly to any persons
- Wear any additional safety or PPE equipment when using equipment likely to cause harm regardless of the likelihood or severity of risk.
- Always Wear safety footwear (including outside of term time) whilst on site regardless of the academy's normal hours of operation.
- Wear regulation uniform as specified, always during the academy's normal hours of operation.
- Attend relevant training as required

## Other Responsibilities

- Undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

| JOB REQUIREMENTS:                     |                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                   |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | Essential                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                                                                                                         |
| <b>QUALIFICATIONS</b>                 | <ul style="list-style-type: none"> <li>• Numeracy and literacy skills with an ability to keep accurate records</li> </ul>                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Awareness of COSHH regulations</li> <li>• Full driving licence</li> </ul>                                                                                                                                                |
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Experience of undertaking minor repairs and maintenance tasks</li> <li>• Experience of working as part of a team</li> <li>• Experience of working in a customer facing role</li> <li>• Awareness and understanding of working in a school environment</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of security and safety, including use of intruder and fire alarm systems</li> <li>• Previous caretaking and/or cleaning experience</li> <li>• Previous use of computerised helpdesk ticket systems</li> </ul> |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety regulation, including good practice in relation to caretaking/cleaning/hygiene</li> <li>• The ability to use and manoeuvre relevant equipment</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>• Knowledge of plumbing, carpentry decorating and basic DIY</li> </ul>                                                                                                                                                     |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Organised and methodical approach to tasks</li> <li>• Ability to meet deadlines and organise own workload</li> </ul>                                                                                                        |                                                                                                                                                                                                                                                                   |

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**THE BULWELL  
ACADEMY**  
*Creative  
Education  
Trust*

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                            | <ul style="list-style-type: none"><li>• Ability to respond to emergencies in a calm and professional manner</li><li>• Observant with good attention to detail</li></ul> |  |
| <b>EQUAL OPPORTUNITIES</b> | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                             |  |
| <b>SAFEGUARDING</b>        | A thorough understanding of up-to-date safeguarding requirements and best practice                                                                                      |  |
| <b>OTHER REQUIREMENTS</b>  | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.          |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**