



Job Description & Person Specification

Facilities Assistant

Job Title:	Facilities Assistant
Scale:	Scale 3, Points 4 - 5
Responsible to:	Site manager and Headteacher
Responsible for:	N/A

Job Purpose:	To contribute to the safe and smooth running of the school by carrying out cleaning duties to a consistently high standard and by securely unlocking and opening the premises each morning. The postholder will complete initial opening checks, report concerns promptly and ensure that cleaning, security and health and safety requirements are followed.
Duties & Responsibilities:	- Clean allocated areas in accordance with the daily work schedule, cleaning regime and standards set by the school. - Undertake routine cleaning, including floors, surfaces, washrooms, toilets, circulation areas, offices, classrooms and other agreed areas. - Empty waste and recycling receptacles and dispose of contents in the designated manner. - Prioritise and organise tasks, work independently when required and complete duties within the allocated time. - Respond to reasonable cleaning requests from the Site Manager or management team and assist with periodic or deep-cleaning activities as directed. - Maintain professional standards of conduct and hygiene when working around pupils, staff, visitors and contractors. - Act as an authorised keyholder and attend at the agreed start time to open the school for the operational day. - Unlock designated gates, doors and access points in the agreed sequence and disarm the intruder alarm in accordance with local instructions. - Complete a visual opening check of agreed internal and external areas, looking for signs of unauthorised access, damage, hazards, leaks or other concerns. - Confirm that designated escape routes and access points are available for use and that obvious obstructions or hazards are reported and, where safe, isolated. - Report any security, safeguarding, health and safety or premises concern immediately to the Site Manager or nominated senior leader and follow the school's escalation arrangements.



	• Maintain the security of keys, alarm information and access arrangements at all times and never share security information with unauthorised persons. • Complete any required opening checklist or record accurately. • Use the designated chemical for each task and follow manufacturer instructions and approved dilution requirements. • Use colour-coded cleaning equipment, electrical equipment and personal protective equipment correctly. • Use, handle and store cleaning substances safely in accordance with COSHH information, training and local procedures. • Minimise waste and ensure chemicals, equipment and electrical items are secured when not in use. • Carry out pre-use checks and report defective or unsafe equipment promptly. Do not use equipment known or suspected to be unsafe. • Follow the Trust's and school's health and safety, fire, security, safeguarding and lone-working arrangements relevant to the role. • Report accidents, incidents, near misses, hazards, defects and maintenance concerns promptly through the required route. • Take reasonable care of personal safety and that of others who may be affected by the postholder's work. • Co-operate with emergency arrangements and follow instructions from the Headteacher, Site Manager or other authorised person. • Work positively with colleagues and maintain courteous, professional relationships with pupils, staff, visitors and contractors. • Provide timely and accurate information to the Site Manager or management team, including updates on cleaning, supplies, defects and opening issues. • Participate in meetings, training, supervision and performance and development review arrangements relevant to the post. • Undertake other appropriate duties consistent with the nature, skills and grade of the role.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.



PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Relevant cleaning, COSHH, manual handling, health and safety, premises or security training	D
Knowledge & Experience	Experience of cleaning in a school, commercial or comparable environment.	D
	Understanding of safe cleaning practice, including colour coding, PPE, safe storage and the use of cleaning chemicals.	E
	Awareness of health and safety, COSHH, safeguarding, fire safety and site security responsibilities relevant to the role.	E
	Experience of keyholding, unlocking premises, using an intruder alarm or completing premises opening checks	D
Skills and attributes	Able to follow written and verbal instructions and complete cleaning and opening checklists accurately.	E
	Able to work reliably, independently and without direct supervision, particularly during early-morning opening.	E
	Able to identify and report obvious hazards, defects, security concerns and maintenance issues promptly.	E
	Able to organise and prioritise work, manage time effectively and complete duties to the required standard.	E
	Able to communicate clearly, courteously and appropriately with children and adults.	E
	Able to use cleaning equipment safely and undertake the physical requirements of the role, with reasonable adjustments where applicable.	E
Personal qualities	Trustworthy and discreet, with due regard for the security of keys, alarm information, confidential information and the premises.	E
	Dependable and punctual, with the ability to attend consistently at the agreed morning opening time.	E
	Positive, flexible and committed to maintaining high standards of cleanliness, hygiene and customer service.	E
	Committed to equality, diversity, safeguarding and the welfare of children and young people.	E
	Committed to ongoing learning and professional development.	E



Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated August 2026.