

Facilities Assistant/Driver

Job Description and Person Specification

September 2023

Post Title:	Facilities Assistant/Driver
Accountable To:	Site Manager
Location:	Elliott Hudson College
Scale	A1/A3

Job Description

Purpose

Under the direction / instruction of the Site Manager and / or appropriate senior staff, assist in the provision of maintenance and security services on college premises thereby ensuring a safe working environment. Driving the college minibus as required; may include split shifts.

Post-specific responsibilities

Security

- a) Lock / unlock school buildings and areas (as required).
- b) Assist with regular security checks.
- c) Operate alarm systems where appropriate.
- d) Cover lettings (as required).

Cleaning and Maintenance

- a) Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture.
- b) Collect and assemble waste for collection.
- c) Undertake cleaning duties including litter-picking.
- d) Undertake emergency cleaning duties.
- e) Provide emergency access to the school site.
- f) Undertake activities to maintain a safe and clean external environment.

Resources

- a) Ensure the maintenance of a clean and orderly working environment.
- b) Timely and accurate preparation of routine equipment / resources / materials as set out in instructions.
- c) Undertake basic record keeping as directed.
- d) Refill and replace consumables e.g. soap and towels (as required).
- e) Report faulty equipment and other maintenance requirements to the appropriate person.
- f) Maintain the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches.
- g) Ensure lights and other equipment are switched off as appropriate.
- h) To work alongside other colleagues to determine the smooth running of Open / Parents' Evenings.

Organisation

- a) Assist with the receipt, distribution, collection and dispatch of goods.
- b) Assist and participate in the organisation and movement of furniture within the building.
- c) Maintain and arrange orderly and secure storage of supplies.
- d) Operate everyday equipment in accordance with instructions.

Driving (DI Licence required)

- a) Drive the College minibus.
- b) Be responsible for small groups of students whilst driving the minibus.

- c) To complete documentation on daily inspections of the minibuses
- d) To be responsible for the routine cleaning of the minibuses
- e) To be responsible for all test certificates being kept up to date.
- f) MiDAS certification or willing to undertake the training.

Other Responsibilities

Personal Responsibilities:

- a) To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- b) Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- c) Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- d) To willingly engage with training as required.
- e) Treat all aspects of the role with the strictest confidentiality.
- f) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- a) The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- b) Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support college events.
- c) Contribution to the overall ethos/work/aims of GORSE.
- d) GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Qualifications	Essential	Desirable
Full driving license (pre-1997) or	✓	
Full driving license including DI (post-1997)	✓	
MiDAS Certification, or willing to work towards	✓	
Knowledge & Skills	Essential	Desirable
Ability to carry out basic repairs, including minor plumbing, unblocking drains, repairing furniture.	✓	
Able to cope with the physical demands of the post.	✓	
Willingness to work flexible hours (including locking/unlocking the school).	✓	
Knowledge of basic Health and Safety regulations		✓
IT literate including MS package applications.	✓	
Time management skills, including the ability to work to deadlines.	✓	
Able to work under pressure and deliver results to tight timeframes.	✓	
Experience	Essential	Desirable
Experience of working in a school environment or of working with young people.		✓
Personal qualities	Essential	Desirable
A passion for education and making a difference	✓	
Excellent communicator	✓	
Pleasant, polite, and friendly manner	✓	
Reliable and punctual	✓	
A commitment to working as part of the whole college team and supporting the vision and aims of the college.	✓	
To have high aspirations but to manage those with pragmatism	✓	
To have the ability to win the respect of colleagues and students alike	✓	
Energetic, enthusiastic and hard-working	✓	
Highly motivated, ambitious, and upbeat.	✓	
Calm under pressure	✓	
Flexible and collaborative	✓	
Take responsibility for own professional development as identified with the line manager.	✓	
Continuous Professional Development	Essential	Desirable
Evidence of commitment to Continuing Professional Development	✓	
Other Conditions	Essential	Desirable
Enhanced DBS Clearance	✓	

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