

Facilities Assistant

Based at Beal High School - IG4 5LP

36 hours per week, 52.14 weeks per year

Full Time

Salary: LBR 4, Scale Point 07-10 £27,855 - £29,139

Required: As soon as possible

Benefits Include:

Benenden Private Healthcare - as a taxable benefit – responsive medical care which may be extended to include family and friends

Generous leave for full-time support staff

Two weeks' full pay paternity leave

Retained STPCD 2012 including automatic main scale progression for teaching staff

16% PPA minimum for teaching staff

Access to Teachers or Local Government Pension scheme

Busy Beacons - Access to an on-site, non-profit, term time only nursery for school staff (opening 2023-24)

Staff forum

A focus on staff well-being and welfare – Carnegie Gold Mental Health Award status

24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling

Investment in training and professional development including NPQs

A range of career opportunities across the Trust

Free access to a fully fitted on-site fitness suite on both campuses

EV installation programme 2023

Cycle to work shower facilities

Team building and sports events to build cohesion and BMAT community

Winter well-being holiday

Free on-site parking

Free hot drinks

Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

Beacon Academy Trust are currently seeking to appoint a Facilities Assistant who is committed to the ongoing security and maintenance of the best possible learning environment for students and staff. The ideal candidate will have previous relevant experience and be able to work to a standard shift pattern but remain flexible where on occasion, shifts may change at short notice to meet business needs.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Beacon Multi Academy Trust are pleased be working alongside Benenden Healthcare in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.



Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible

Overall Responsibilities

Working as part of a team to support the best possible teaching and learning experience. The Caretaker plays an integral part in the security, repairs and maintenance of the school/ campus and its environment.

General Duties and Responsibilities

Security

- Lock/unlock school buildings and areas
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire system tests
- Liaise security, surveillance contractors and police as required
- Provide emergency access to the school site including out of hours
- Provide support for after school events and lettings outside of the school day

Maintenance

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the campus is satisfactory, as per specific work schedule
- Identify and undertake appropriate repairs and improvement work e.g. redecorating and fixing, minor plumbing, unblocking drains, erecting shelves, notice boards etc.
- Operation and maintenance of heating, plant and lighting systems
- Monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Undertake cleaning duties such as graffiti, litter picking and emergency & specialist cleaning tasks etc.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises e.g. free of litter, weeds, surfaces are gritted/ salted when required
- To contribute to the operation of a preventative planned maintenance programme and for the routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions

Resources

- To advise performance managers on matters relating to energy control and conservation
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Be responsible for maintaining records, information and data, producing analysis and reports as required

Organisation & Supervisory

- Demonstrate and assist in the safe effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist in management, administration and operation of the team's work including lettings
- Monitor stock within an agreed budget, cataloguing resources & undertaking audits as required
- Organise the use and maintenance of all school vehicles and to carry out driving duties when required
- Identify and organise via both the school and the facilities calendar the required set up for planned events.

Responsibilities



- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health and safety legislation and Trust policies, at all times
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person
- Prioritising and reporting of jobs/issues/works required
- Liaising and supervision with outside agencies and contractors to ensure all works are completed to a high standard and signed off, reporting any issues to performance managers
- Liaise and report to performance managers & attend meetings as required
- Participate in training and other learning activities and performance development as required
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Other

- To undertake tasks in other BMAT schools as required.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
1. Qualified to work in the UK	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. NVQ 2 or equivalent qualification	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Good Numeracy/ Literacy skills/ GCSE (or equivalent) Maths and English	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge / Skills / Experience				
4. Relevant/ Handy person experience	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Trade experience	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Caretaking/ Site-keeping experience in a school or similar environment	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Computer Literate	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Willingness to develop knowledge of use of ICT and other specialist equipment/ resources	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. Working Knowledge of relevant policies/ Codes of Practice/ legislation	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Ability to relate well to children and adults	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Knowledge of Health & Safety procedures and precautions	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Awareness of Health & Hygiene procedures	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Knowledge of moving and handling procedures	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Willingness to participate in development and training opportunities.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Sound understanding of how a school needs to be secured and maintained on a day to day basis.	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Committed to safeguarding and welfare of students	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. Share BMATs Vision and contributes to ethos and aims of the School/ Trust	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Demonstrable good interpersonal and communication skills at all levels	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19. Knowledge of COSHH regulations.	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Team- leading skills	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes				
21. Resilience, integrity and optimism	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



22. Flexibility	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. An open mind and the ability to change and adapt	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Self- motivation	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS Disclosure is required for this post.

