

**JOB DESCRIPTION**

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| **Post Title:** | Facilities Assistant / Driver |
| **Accountable To:** | Site Manager |
| **Location:** | The Farnley Academy |
| **Scale** | A1/A3 (37 hours, All year round) |

## **Role:**

Under the direction / instruction of the Site Manager and / or appropriate senior staff, to assist in the provision of maintenance and security services on the academy premises thereby ensuring a safe working environment. To drive the academy minibus as required; and to cover absence for the Site Manager as required. Work may include split shifts.

**Duties:**

**Security**

* Lock / unlock academy buildings and areas (as required)
* Assist with regular security checks
* Operate alarm systems where appropriate
* Cover lettings (as required).

**Cleaning and Maintenance**

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

**Resources**

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

**Organisation**

* Assist with the receipt, distribution, collection and despatch of goods
* Assist and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions.

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos / work / aims of the college
* Appreciate and support the role of other professionals
* Attend relevant meetings and training as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the college with courtesy and consideration
* Present a positive personal image, contributing to a welcoming college environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

**Driving** (D1 Licence required)

* Drive the Academy minibus
* Be responsible for small groups of students whilst driving the minibus
* To complete documentation on daily inspections of any minibuses
* To be responsible for the routine cleaning of any minibuses
* To ensure all test certificates are kept up to date.
* MiDAS certification or willing to undertake the training.

All duties outlined are within the provisions of the Local Agreement for Superintendents.

## Any Special Conditions of Service:

* There will be a need to work outside of school hours and off school premises, as required by the Academy.
* There is a strict no smoking policy

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The Farnley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.