Longfield Primary School

Facilities Assistant

Recruitment Pack - November 2026

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Headteacher's Message

Facilities Assistant vacancy

Dear Prospective Candidate,

Thank you for your interest in applying for the role of Facilities Assistant at Longfield Primary School.

This is a new role in our Operations Team which is designed to support the delivery of an effective and compliant facilities management service for our school.

The successful candidate will support our Facilities Manager on all aspects of Facilities Management. This will involve working closely with the Facilities Manager and the School Business Manager. The primary purpose of the role is to perform the duties of Facilities Assistant providing support for the school in relation to premises management, effective maintenance, groundworks, events set up and health and safety management.

We are keen to appoint the right person, someone who will fit into our school community. The successful applicant will be a hands-on, can-do person prioritising tasks daily and also provide a critical eye regarding our future plans to further development of our buildings and grounds, and the improvement of the learning environment.

You will join a successful and innovative primary school which has been on a transformational journey over the last three years. For a primary school we boast a large school site with an enviable combination of having plentiful buildings and green spaces.

Transformational education is central to life at Longfield. All staff have high expectations of their pupils and their own practice. We recognise the importance of investment in staff development and ensure that all our staff are given access to continuous professional development to support our commitment to providing a transformational educational experience for our pupils.

We are seeking a fun, dynamic, responsible, creative, enthusiastic and organised person who will be flexible in their approach to create an environment that our pupils thrive in.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application

For an informal discussion about the role or to visit the school, please do not hesitate to contact the school via email hr@longfield.school

We look forward to receiving your application. Good luck!

Many thanks,

Ms Taniya Ahmed

Headteacher

Job Advert
Facilities Assistant

Reports to: Facilities Manager
Start Date: A.S.A.P
Salary: £28527 -£32,394 (G2-G5)
Contract: One-year fixed-term contract, with the potential for a permanent position. 52 weeks per year (up to 36 hours per week)
Closing date: 12:00 pm Wednesday 2nd December 2026

This is an ideal opportunity for someone with DIY/site maintenance knowledge.

As Facilities Assistant, you will play an integral role in ensuring our school is a safe, inviting and positive learning environment for pupils, staff and visitors. You will work to support the management and operations of premises-related functions at our school including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors. You will work with the Facilities Manager in prioritising your to do-list, following directions in implementing immediate as well as planned and preventative maintenance tasks.

We are looking for colleagues who are:

- Unrelenting in their pursuit of excellence in all aspects of their practice
- Has experience of carrying out basic DIY tasks
- Team spirited and prepared to go above and beyond to get the job done

Our school can offer:

- Excellent staff support with good career progression development opportunities
- A warm positive working environment where everyone is valued
- Staff benefits including a generous pension scheme and Employee Assistance Programme.
- A well-resourced school on an impressive site, which includes; multiple playgrounds, a school field and dedicated classrooms for music, Art / DT, food technology as well as a library, a computing suite and multiple small group rooms
- A parent community with high aspirations and children with exemplary behaviour

Our ideal candidate will contribute to our school values and be:

- Resilient - Independent - Creative -Aspirational - Collaborative
- A proactive member of the team
- Trustworthy, passionate, ambitious and ready to take responsibility for our buildings and facilities
- Highly organised, self-directed, reliable and dependable
- Have a range of practical skills and be ready to use them to help maintain our site
- Able to work with and coordinate contractors ensuring that they work safely, to specification and timescales, holding them accountable with a high degree of independence
- Work to build positive relationships with our lettings customers and other stakeholders

The school has an excellent reputation within the local community with strong support from governors, parents, pupils and a dedicated and highly motivated team of staff.

We would very much like to hear from you if you share our vision, values and enthusiasm.
For further information, a confidential discussion or to submit an application form, please email hr@longfield.school

Closing Date: 12:00pm Wednesday 2nd December 2026

Applications will be reviewed as they are received, please apply early to avoid disappointment.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to converse fluently in English is an essential requirement for this role.

Longfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Longfield will carry out an online search as part of its due diligence on shortlisted candidates. The successful candidate will be required to complete an enhanced DBS disclosure and provide references. CVs are not accepted.

Job Description
Facilities Assistant

Salary:	G2-G5
Hours:	Up to 36 hours (52 weeks per year)
Reporting to:	Facilities Manager, Business Manager and Headteacher
Start date:	Negotiable

Core Purpose of the Post

The job of the Facilities Assistant is an important one, contributing to all aspects of the school's facilities management and premises, providing a safe and secure site for pupils, staff and visitors at all times.

To assist the Facilities Manager to provide an effective caretaking service for the school, ensuring that the school provides a clean and secure environment for its pupils.

Working under the direction of the Facilities Manager to ensure that the school site is clean, secure and safe for all users. To be committed to safeguarding and promoting the welfare of children at all times

As part of the Facilities team some additional hours may be required to cover annual leave/absence.

1. Aspiring to the highest standards, to support the provision of comprehensive facilities management to ensure the safety, compliance, security and good order of the school premises and site, ensuring it is an inspiring environment for our pupils, staff, visitors and school community.
2. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials
3. Responsible for the delivery of high quality, customer focussed premises and facilities functions.

Key Responsibilities

Maintenance and Porterage

1. Undertake appropriate repairs and improvements e.g. redecorating and erecting shelves; minor plumbing, changing light bulbs, unblocking drains and toilets
2. To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties, litter-picking and leaf clearance
3. Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Facilities Manager
4. Ensure that toilets are serviced and cleaned and undertake any emergency and specialist cleaning tasks as directed by the Facilities Manager, SBM and Head Teacher
5. Ensure that pathways and all other external hard surface areas are kept clean, free of litter and leaves
6. Conduct regular checks of the outdoor play equipment across the school identifying and logging any faults or repairs required to the Facilities Manager

Health and Safety, Risk Assessment and Compliance

1. Comply with health and safety policies, legislation and procedures at all time
2. 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
3. Maintain effective health and safety records, information and data which are accurate, complete and up to date.
4. Manage chemicals and data sheet in line with COSHH regulations
5. Assist in safety audits of the premises and contribute to relevant risk assessment activity
6. Promote and ensure the health and safety of pupils, staff & visitors [in accordance with appropriate health & safety legislation] at all times
7. Create and maintain a purposeful, orderly and productive working environment

Lettings

1. Oversee lettings during the evenings, ensuring that rooms are adequately set up and that the condition of the school premises is assessed before and after events, taking responsibility for the health and safety of the hirers whilst on the school premises.
2. Open and lock up and secure the schools premises before and after lettings, following the opening and closing procedure
3. Undertake reception duties during lettings to greet visitors.

Security and accessibility

1. Lock and unlock school buildings as directed by and in the absence of the Facilities Manager
2. Manage, including for evenings, out of hours use of the school, eg: lettings, governing board meetings, community meetings and events.
3. To take responsibility for the security of the site to manage and maintain all keys and access controls
4. To support, manage and maintain and operate fire detection, intruder, CCTV and emergency alarms and systems and to assist with the planning and implementation of the school's emergency evacuation and invacuation procedures.
5. To be a key holder responding to out of hours or emergency 'call outs' to the site and to be a named contact and respond or manage premises team response to out of hours call outs
6. To ensure that the school, site and premises are prepared and available for use out of hours, for example for open events, parents' consultations, school performances and/or for private or community lettings.

Organisation and Management

1. Deputise for the Facilities Manager and other members of the site team as required
2. Portering duties e.g. moving furniture and equipment, dealing with deliveries of goods
3. Set up and clear tables and benches for the lunchtime sitting in the school hall
4. Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.
5. Liaise with Facilities Manager and attend meetings as required.
6. To support and manage external contractors on an ongoing and ad hoc basis as appropriate to ensure a high standard of facilities management.
7. To support with general IT requests from staff; assisting with technical challenges with desktop/laptops/projectors/interactive screens and liaising with our IT support team accordingly.

General responsibilities

1. Contribute to the overall ethos, work and aims of the school
2. Participate in training and other learning activities and performance development as required
3. Treat all users of the school with courtesy and consideration
4. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
5. Model positivity, passion and show a commitment to going above and beyond for the Longfield community
6. Be committed to teamwork through valuing all team members and being committed to effective communication

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person Specification

Qualifications and training	Essential	Desirable
Educated to a satisfactory standard in order to communicate well, both written and oral. English and Maths pass at GCSE (grade C or above)	✓	
Health & Safety qualification (for example IOSH/NEBOSH) or other qualification/accreditations in facilities management or related area		✓
Qualified / experienced in a buildings related trade (decorating, joinery, plumbing for example)		✓
Experience		
Experience of working in a school or a similar environment		✓
Previous experience of working in the building trade or DIY as a Premises/Site/Facilities assistant for another organisation	✓	
Management of staff or contractors		✓
Evidence of working as part of a team	✓	
Understanding of project management		✓
Knowledge and understanding		
Excellent IT Skills and knowledge of Microsoft/google products, email and compliance systems	✓	
Understanding of the principles of site management and the importance of Health & Safety and planned maintenance	✓	
Understanding of safe working procedures with regards to chemicals, plant and machinery particularly in the context of an educational setting	✓	
Ability to carry out health and safety checks, analyse and interpret accident reports and maintain relevant records and report to management		✓
Knowledge and understanding of Health & Safety policies and procedures, code of practice, legislation including COSHH, asbestos, fire and water safety and manual handling	✓	
Knowledge of effective risk assessment		✓
Skills and abilities		
Organised and able to prioritise, plan and schedule their own work and the work of the team in order to meet deadlines	✓	
Anticipate and reduce risks on site where possible	✓	

Deal with emergencies and problems arising in a calm, positive and systematic manner	✓	
Ability to work with minimum guidance, proactively and with initiative	✓	
Ability to work as part of a team	✓	
Willingness to take responsibility for safety and security of building	✓	
Ability to work under the direction of the Facilities Manager, School Business Manager and the Head Teacher	✓	
An eye for detail and a commitment to continuous improvement	✓	
Excellent timekeeping skills	✓	
Personal qualities and attitudes		
A willingness to contribute to the wider life of the school	✓	
Good communication & interpersonal skills and ability to establish positive working relationships with a wide range of people from within and outside the school	✓	
Excellent customer service skills and a “can do” attitude	✓	
Reliable, trustworthy and honest	✓	
Personal attributes		
Able to carry out duties including manual handling including good basic DIY skills to be able to undertake routine repairs and maintenance tasks	✓	
Flexibility to work outside of normal hours and/or to do alternative shifts (weekends, evenings)	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training, keep up to date with developments and changes in good practice	✓	
Showing an interest in caring for pupils/staff	✓	

Information about the school

Ofsted Report

For the latest report on Longfield Primary School please [Home | Longfield Primary School]

School Website

Our school Website: [Longfield Primary School]

School location map

Dukes Avenue
Harrow
Middlesex
HA2 7NZ



Details of Selection Process

Application Deadline

Completed online application forms must be received by **12:00pm Wednesday 2nd December 2026**.
Applications will be reviewed as they are received, please apply early to avoid disappointment.

Please note we do not accept CVs or hard copy application forms.

Completing your application
Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits
Visits to the school are welcome and encouraged. Please contact the school office on 0208 866 7331 or alternatively hr@longfield.school

Selection process
The selection process may have a combination of tasks, activities, assessment tools and interview.

Further information will be provided to the candidates shortlisted for the Recruitment Day.

References
Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding
Prior to appointment, formal checks will be made in accordance with the current statutory requirements and guidelines relating to child protection and Keeping Children Safe in Education.