



Job Description & Person Specification

Job Title: Estates & Facilities Assistant

Scale: Scale 3

Job Purpose:

- To be responsible to the Estates Director for the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities) lighting, heating and maintenance of the premises.
 - To maintain and enhance the high quality of the school, buildings, grounds and environment.
 - To undertake maintenance / repair work as directed.
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Reporting Arrangements

Reporting to: Estates Manager

Accountable for: N/A

Main Responsibilities:

1. Security

- Lock and unlock the premises and ensure the security and safety of the site including at weekends if necessary.
- Be a key holder and be responsible for, and undertake, all key holder duties including response to emergency call out.
- Undertake overtime duties related to the use of the premises for school evening and weekend functions and to help organise and plan the car parking on site during such events.
- Share duties to ensure the site is staffed at all times including holidays and sickness between 6.30am and 7.00pm.

2. Buildings

- Assist in the setting up of rooms for lettings, school events and ensuring classrooms are set up correctly for school use after such events.
- Replenish toilet rolls, paper towels and soap.
- Collect and dispose of recycle paper, cans and bottles into the appropriate collection container.
- Empty playground bins.

- Undertake cleaning duties to ensure that the schools' premises are always clean and tidy and free from litter, graffiti and broken glass in order to provide an excellent environment.
- Assist with checks at appropriate intervals as directed, of the fire alarm system, escape routes, fire extinguishers, and emergency lighting and keep records of these.
- Undertake handyman duties as directed.
- Set up and remove equipment for examinations under the direction from the Exams Officer.
- Undertake portage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies.
- Assist in ensuring that drains and gullies are tidy and litter free including the cleaning of grease traps where appropriate.
- Ensure that all on-site service meters and associated returns are completed as required by the Trust and records are kept.
- Be responsible for monitoring stock levels of consumable items and for passing requisitions to the Estates and Facilities Coordinator.

3. Health & Safety

- Ensure that the Health and Safety Guidance is adhered to and that the appropriate clothing is worn at all times.
- Ensure that all machinery and cleaning materials are stored and used correctly and that accidents at work and defects of equipment, machinery or premises are reported.
- Assist in ensuring that snow is removed from main entrances and walkways between buildings and that surfaces are gritted where appropriate during inclement weather.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
 - **Courageous** - Willing to speak up, offer ideas, challenge the norm.
 - **Hard Working** - Strong work ethic, prepared to go the extra mile.
 - **Inclusive** - Treat others fairly and equally.
 - **Engaged** - Involved/absorbed in your work, participate at all times.
 - **Value** - Add value to your role, your team and the Trust.
 - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
 - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
 - **Encouraging** - Giving/offering support and confidence to others, working together.
 - **Navigators** - Providing guidance, leading when necessary.
 - **Tenacious** - Perseverance, never giving up, whatever it takes.
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	<ul style="list-style-type: none"> • Trade Qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Experience in security, supervision and stock control • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in education
Skills	<ul style="list-style-type: none"> • D.I.Y skills to carry out daily maintenance tasks and basic refurbishment work • Ability to understand basic Health & Safety regulations • Ability to carry out heavy lifting and working with heights e.g. ladder use • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	
Other Qualities	<ul style="list-style-type: none"> • Full driving licence and own vehicle • Must be available between 6.00am and 7.00pm and to be flexible to cover evening and weekend working • Must be available to open up at weekends as required if necessary • Must be available for alarm call out duty • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	