



Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking for a
Evening Facilities Assistant
to start as soon as possible

Monday to Friday 4pm to 9.30pm, term time plus 3 weeks and 6 Inset Days per year
Salary £14,834 – £16,600 per annum, depending on experience

The successful applicant will:

- have previous experience in a general maintenance or cleaning role
- have knowledge of health and safety at work and manual handling
- have good communication and interpersonal skills
- be a team player who is friendly and professional with the ability to relate well to children and adults
- Good organisational skills, with an ability to prioritise and time manage

Duties will include:

- Meeting hirers at the start and end of their hire session and be a point of contact during the hire session
- Monitor visitors on site
- Securely locking the buildings at the end of the day
- Assisting the site team to manage traffic flow and parking
- Be responsible for the fire alarm panel in the event of an activation
- ensuring that the premises are clean, safe and welcoming
- setting up rooms for meetings, chapels, assemblies and events as required

Further details and an application form can be obtained at the School's website
<https://www.greatwalstead.co.uk/about-us/employment-opportunities>

Closing date for applications: Noon, Friday 15th August 2025
Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website



Job Description

Job Title: Evening Facilities Assistant
Responsible to: Premises Manager

Main Purpose of role

To be the main point of contact for any persons using the school out of normal school day hours. Including acting as the main point of contact with external lets. Ensure that the premises are clean, safe and welcoming. To be responsible for locking up the school at the end of the day.

Key Responsibilities

Facilities Hire

- Meeting hirers at the start and end of their session hire and to be their point of contact for the duration of their time on the school premises as directed by the School Administrator responsible for hirings.
- Ensure the facilities are ready for the hires and left in a useable state for the next users.

Security

- Monitor the performance of the electronic locks reporting any malfunction of doors or physical interference with the security measures in place to the Premises Manager
- Monitor visitors/contractors working on site, challenge any unknown persons seen on site
- Secure lock all the buildings at the end of the day ensuring windows and doors are shut, lights turned off and all external doors locked
- Assist the site team to manage traffic flow and parking during peak periods, including school events

Health and Safety

- In the event of a fire alarm activation, be the responsible person to verify the cause of the activation on the fire panel and manage the emergency services if required.
- Responsible for opening and closing the pool for hires alongside carrying out water testing on the pool.
- Ensure that any Health and Safety hazards are reported to the Premises Manager

Porterage

- Setting up rooms for meetings, chapels, assemblies, events as required
- Clearing refreshments at the end of any evening events

Internal Maintenance

- Maintain a regular check and control of litter around the interior of the school
- Regular collection and removal of recycling materials to the correct storage receptacles.

External Maintenance

- Maintain cleanliness and general tidiness,. Make safe any incidents that may occur including emergency cleaning of spillages from accident, sickness, vandalism and fire.
- Assist with maintenance checks as instructed by the Premise Manager.

Deliveries/Post

- Take deliveries of post, stores, materials and other goods as required. Distribute deliveries to the respective areas of the school once the goods (delivery notes) have been checked.

The above activities are an indication of the nature of the work routine and is not an exhaustive list of expectations

Safeguarding responsibilities:

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Person Specification

Selection Criteria	Essential	Desirable	Assessment
Qualifications	Level 2 Maths and English	Relevant Trade qualification Level2 Swimming pool operations First Aid	Application form/certificates
Experience	Previous employment in a general maintenance role or cleaning role	Experience of working in a school or educational environment.	Application form/interview/ references
Knowledge	Health and Safety at work and manual handling Ability to use computer systems (training will be provided)	Understand safe working practices and health and safety legislation	Application form/ interview/ references /testing
Skills	Good interpersonal and communication and customer service skills. Professional manner and approach. Sound organisational, prioritising and time management skills. Ability to work on your own initiative		Interview/ references
Personal Qualities	Must be physically fit and be able to work outside in all weather. Excellent attendance and punctuality. Commitment to the values and ethos of the School. Willingness to undertake training		Interview/ references
Special Conditions	Uniform will be provided PPE provided and must be worn		

I hereby confirm that I have read, understood and accept the contents of this job description

Signed.....

Dated.....

Print Name