**Facilities Assistant / Driver**

*Job Description and Person Specification*

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| Post Title: | Facilities Assistant / Driver |
| Accountable To: | Site Supervisor |
| Location: | Elliott Hudson College |
| Scale: | A1/A3 (15 hours per week) |

# Job Description

## Purpose

The purpose of this post is to assist in the provision of maintenance and security services on college premises thereby ensuring a safe working environment. Driving the college minibus as required; may include split shifts.

## Role 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 students, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

**Duties:**

## Security

* Lock / unlock college 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 college 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.

## 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.

## Driving

* Drive the College minibus
* Be responsible for small groups of students whilst driving the minibus
* To complete documentation on daily inspections of the minibuses
* To be responsible for the routine cleaning of the minibuses
* To ensure all test certificates are kept up to date.

Any Special Conditions of Service:

* The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
* Contribution to the overall ethos/work/aims of the Trust.
* The Trust operates a No Smoking Policy.

*We will consider any reasonable adjustments under the terms of the Disability Discrimination Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.*

*Elliott Hudson College is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Full Driving License  (pre-1997) including D1  or  Full Driving License  (post-1997) including D1 | ✓ |  |
| MiDAS certification |  | ✓ |
| **Training, Experience and Knowledge** |  |  |
| Ability to carry out basic repairs, including minor plumbing, unblocking drains, repairing furniture | ✓ |  |
| Time management skills, including the ability to work to deadlines | ✓ |  |
| Able to cope with the physical demands of the post | ✓ |  |
| Good team member | ✓ |  |
| Sense of humour | ✓ |  |
| Willingness to work flexible hours (including locking/unlocking the college building/covering staff holidays) | ✓ |  |
| Knowledge of basic Health and Safety regulations |  | ✓ |
| Experience of working in an academy environment or of working with young people |  | ✓ |
| **Personal Qualities** |  |  |
| A passion for education and making a difference to life chances of all young people | ✓ |  |
| Excellent communication and organisational skills | ✓ |  |
| Effective team member and a willingness to go the extra mile | ✓ |  |
| Drive and determination to reach and exceed challenging targets | ✓ |  |
| Energy, enthusiasm, sense of humour and flexibility | ✓ |  |
| A positive mindset | ✓ |  |
| A caring nature | ✓ |  |
| **Continuous Professional Development** |  |  |
| Evidence of commitment to personal development | ✓ |  |
| **Other Conditions** |  |  |
| Enhanced DBS Clearance | ✓ |  |

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