LAURUS

TRUST

# Job Description & Person Specification

## Estates and Facilities Assistant








# Estates and Facilities Assistant

**Salary:** **Scale 3**

**Purpose of the post:**

- The Estates and Facilities Assistant will 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.

**Reporting to:** Estates Manager

**SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

**KEY AREAS**

**Security**

- To lock and unlock the premises and to ensure the security and safety of the site including at weekends if necessary.
- To be a key holder and be responsible for, and undertake, all key holder duties including response to emergency call out.
- To 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.
- To share duties to ensure the site is staffed at all times including holidays and sickness from 6.00am to 7.00pm.

**Buildings**

- To assist in the setting up of rooms for lettings, school events and ensuring classrooms are set up correctly for school use after such events.
- To replenish toilet rolls, paper towels and soap.
- To collect and dispose of recycle paper, cans and bottles into the appropriate collection container.
- To empty playground bins.
- To 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.
- To 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.
- To undertake handyperson duties as directed.
- To set up and remove equipment for examinations under the direction from the Exams Officer.
- To undertake porterage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies.
- To assist in ensuring that drains and gullies are tidy and litter free including the cleaning of grease traps where appropriate.
- To ensure that all on-site service meters and associated returns are completed as required by the Trust and records are kept.

- To be responsible for monitoring stock levels of consumable items and for passing requisitions to the Estates and Facilities Coordinator.

**Health & Safety**

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

**General**

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To 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
- To undertake any training required by the Trust including First Aid Training.
- You may be required to undertake this role on any of the Trusts School Sites.

# Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|---|---|---|
| 1. Education and training | | A good Standard of general education with a minimum of GCSE Grade C or equivalent in Maths and English | Application Form/Interview |
| 2. Relevant Experience | Basic cleaning skills | Security, supervision and stock control | Application Form/Interview |
| 3. Special Knowledge and skills | D.I.Y Skills to carry out daily maintenance tasks and basic refurbishment work.<br><br>Ability to understand basic Health & Safety regulations<br><br>Communication skills<br>1 Must be able to receive and understand oral instructions<br>2 Must be able to write and fill in weekly return forms<br><br>Organisational ability. Must be able to organise workload with the Estates Manager and be self-motivated.<br><br>Computer literate – must be able to use Word and Excel packages | Trade qualification | Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview |
| 4. Additional Factors | Must be able to lift (e.g. items of furniture) bend, climb ladders.<br><br>Must be available between 6.00am and 7.00pm and to be flexible to cover evening and weekend working.<br><br>Own transport<br><br>Must be available for Alarm call out Duty.<br><br>Must be available to open up at weekends as required if necessary<br><br>Must be willing to undertake First Aid Training and any other training deemed necessary for the role | | Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview |

**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

Laurus Trust
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