

RAYNES

PARK HIGH SCHOOL

JOB DESCRIPTION: Facilities Assistant

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| Grade: | ME5/6(depending on experience) |
| Responsible to: | Director of Operations |
| Responsible for: | Providing a broad range of facilities services and management of third party use of the school's facilities including team of Leisure Assistants |
| Hours of work: | This post is full-time 35 hours per week / 52 weeks per year. |
| Job Purpose: | To provide a broad range of efficient and effective facilities and premises support across the school Management and development of third party use of the school's facilities |

General Duties

Facilities Support

- Provide a broad range of facilities support in an efficient and effective manner
- Oversee and maintain the quality of the school's facilities and equipment
- Ensure that regular maintenance regimes and safety checks are carried out to the school's equipment and sports surfaces, including Artificial Turf Pitch and Sports Ground
- Liaise with grounds maintenance contractors and suppliers as required to ensure that facilities meet the needs of the school and its community users
- Log, prioritise and action tasks using SAMMS Helpdesk ticketing system
- Provide support for school meetings and events including setting up of furniture, equipment and hospitality
- Contribute to the planning, development and organisation of support service systems, procedures and policies
- Supervise, train and develop staff as appropriate
- Ensuring a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Assist the Director of Operations, in liaison with NewSchools and Sodexo, for ensuring the smooth operation of systems for security, maintenance, heating, cleaning, catering, events and other general site services within the school premises including daily liaison with the PFI Helpdesk and Sodexo site staff and managers
- Assist the Director of Operations with the planning and emergency maintenance and repair of the school is carried out and progress monitored
- Assist the Director of Operations in ensuring that Risk assessment information is kept up to date

Third Party Use

- Manage all bookings for the Artificial Turf Pitch, Sixth Form Centre and Sports Ground
- Manage the staffing rota for all third party use
- Line manage the team of Leisure Assistants
- Act as an out-of-hours contact for Leisure Assistants in case of queries, problems or incidents
- Complete monthly payroll and claim forms for all Leisure Assistants

- Provide a responsive and friendly customer service to all customers, responding to queries and dealing with any complaints from hirers and the local community
- Ensure that Leisure Assistants follow all agreed operating procedures and provide a friendly customer-focussed service to all hirers
- Provide training for Leisure Assistants as required
- Oversee Extended School Use for school events, including logging requests with facilities Helpdesk, arranging cleaning and labour support as required
- Oversee and coordinate bookings for all school spaces, including examination rooms
- Analyse and evaluate data/information and produce reports/information/data as required

Other Duties

- Manage the bookings of transport, vehicles and drivers for school events and activities

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard. Liaising with the Head Teacher's PA with regard to the SCR
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Supporting the school in meeting its legal requirements for worship.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Deputy Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing