

Facilities Assistant

Based at The Beal Campus – IG4 5LP

36 hours per week, 52.14 weeks per year
LBR Scale 4, £ 30,288.00- £ 31,611.00 per annum
Required: As soon as possible

We require an organised, committed and reliable administrator to work at Beal Campus of Beal High School.

We are seeking to appoint a well organised facilities Assistant that is committed to the ongoing security and maintenance of the best possible learning environment for students and staff.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

We are pleased to announce that Beacon Multi Academy Trust is currently working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Beacon Multi Academy Trust Benefits

SCAN THE QR CODE
TO VIEW **CURRENT**
VACANCIES



Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)*

CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

*Where applicable

Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices



Overall Responsibilities

Working as part of a team to support the best possible teaching and learning experience. The Caretaker plays an integral part in the security, repairs and maintenance of the school/ campus and its environment.

General Duties and Responsibilities

Security

- Lock/unlock school buildings and areas
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire system tests
- Liaise security, surveillance contractors and police as required
- Provide emergency access to the school site including out of hours
- Provide support for after school events and lettings outside of the school day

Maintenance

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the campus is satisfactory, as per specific work schedule
- Identify and undertake appropriate repairs and improvement work e.g. redecorating and fixing, minor plumbing, unblocking drains, erecting shelves, notice boards etc.
- Operation and maintenance of heating, plant and lighting systems
- Monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Undertake cleaning duties such as graffiti, litter picking and emergency & specialist cleaning tasks etc.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises e.g. free of litter, weeds , surfaces are gritted/ salted when required
- To contribute to the operation of a preventative planned maintenance programme and for the routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions

Resources

- To advise performance managers on matters relating to energy control and conservation
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Be responsible for maintaining records, information and data, producing analysis and reports as required



Organisation & Supervisory

- Demonstrate and assist in the safe effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist in management, administration and operation of the team's work including lettings
- Monitor stock within an agreed budget, cataloguing resources & undertaking audits as required
- Organise the use and maintenance of all school vehicles and to carry out driving duties when required
- Identify and organise via both the school and the facilities calendar the required set up for planned events.

Responsibilities

- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health and safety legislation and Trust policies, at all times
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person
- Prioritising and reporting of jobs/issues/works required
- Liaising and supervision with outside agencies and contractors to ensure all works are completed to a high standard and signed off, reporting any issues to performance managers
- Liaise and report to performance managers & attend meetings as required
- Participate in training and other learning activities and performance development as required
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

Other

- To undertake tasks in other BMAT schools as required.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
1. Qualified to work in the UK	E	☒	☐	☐
2. NVQ 2 or equivalent qualification	E	☒	☐	☐
3. Good Numeracy/ Literacy skills/ GCSE (or equivalent) Maths and English	E	☒	☐	☐
Knowledge / Skills / Experience				
4. Relevant/ Handy person experience	E	☒	☒	☒
5. Trade experience	D	☒	☒	☒
6. Caretaking/ Site-keeping experience in a school or similar environment	D	☒	☒	☒
7. Computer Literate	E	☒	☒	☐
8. Willingness to develop knowledge of use of ICT and other specialist equipment/ resources	E	☐	☒	☒
9. Working Knowledge of relevant policies/ Codes of Practice/ legislation	E	☒	☒	☒
10. Ability to relate well to children and adults	E	☒	☒	☐
11. Knowledge of Health & Safety procedures and precautions	E	☒	☒	☐
12. Awareness of Health & Hygiene procedures	E	☒	☐	☐
13. Knowledge of moving and handling procedures	E	☒	☐	☐
14. Willingness to participate in development and training opportunities.	E	☒	☒	☐
15. Sound understanding of how a school needs to be secured and maintained on a day to day basis.	E	☐	☒	☐
16. Committed to safeguarding and welfare of students	E	☒	☒	☒
17. Share BMATs Vision and contributes to ethos and aims of the School/ Trust	E	☐	☒	☐
18. Demonstrable good interpersonal and communication skills at all levels	E	☒	☒	☒
19. Knowledge of COSHH regulations.	D	☒	☒	☐
20. Team- leading skills	D	☒	☒	☐



Attributes			
21. Resilience, integrity and optimism	E	☒	☒ ☐
22. Flexibility	E	☒	☒ ☐
23. An open mind and the ability to change and adapt	E	☐	☒ ☐
24. Self- motivation	E	☒	☒ ☐
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