



## Job Description

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**Role:** Facilities Assistant

**Reporting to:** Operations Manager but on a daily basis work will be directed and tasks set by the Facilities Supervisor.

**Summary role:** To work as an individual or as a member of a team in assisting in the running of the school by providing minor maintenance, cleaning, tidying, portage and security as well as minibus driving duties.

### Key Tasks:

Duties will include, but not be limited to, the following:

- Moving furniture and equipment
- Key holder duties
- Housekeeping duties
- Handling day-to-day queries from staff and visitors
- Portage
- Providing general site security
- Driving the school minibus on morning and evening home-to-school runs

Owing to the nature of the work, the post holder must remain physically fit to undertake lifting and other physically demanding tasks. The post holder must hold a clean, current driving licence. Some overtime working will be required, usually during the week, but occasionally at weekends, on a rota system

### Safeguarding

This role will require some limited interaction with pupils which equates to regulated activity with children. The post holder must at all times act with due regard to the school's child protection and safeguarding policies and procedures and the school's code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.



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**General responsibilities:**

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Bursar.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.