**Regional Assistant Site Facilitator**

**JOB DESCRIPTION**

**Role Purpose:**

The purpose of this role is to provide a service to regional sites consisting of premises security, lighting, heating, cleaning, general maintenance, operation of plant, porter and handy person duties

**Key Accountabilities:**

Reporting to the Regional Facilities Manager

**PURPOSE OF JOB:**

* To maintain security and safety of premises and contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per instructions and securing premises following illegal entry/vandalism
* To support the delivery of community lettings by working weekends as a regular part of the shift pattern.
* To ensure equipment, facilities, sports areas and classrooms meet the needs of timetables and teaching requirements.
* To ensure all activities and work undertaken meets the H&S standards and are compliant with E-ACT policies.

To be based at Shenley Academy

* Operate the heating plant, so that correct temperatures are maintained in the premises. Ensuring that an adequate supply of hot water is available.
* Carry out frost precaution procedures and also the Academy’s procedures concerning the conservation of energy. Clean and maintain the heating plant, boiler house and fan assisted heaters as required.
* Undertake occasional cleaning duties as and when required
* Prioritise and implement a delegated work load from a set schedule.
* Provide safe access to the premises in the event of snow/minor flooding or similar emergency situation
* Ensure all outside steps, playgrounds and pathways are kept in a clean condition.
* Be responsible for the collection of litter from all areas including the immediate vicinity of the Academy and ensure that drain grids are clean and free from debris and other litter.
* Perform all porterage duties according to the needs of the Academy, as determined by the Site Facilitator, as required. This will include receiving and distributing cleaning materials, equipment and other relevant goods.
* Attend to visitors, contractors – including taking telephone calls and other messages as directed by the Site Facilitator.
* Collecting and disposing of all rubbish to appropriate containers. Move furniture and equipment for the Academy and community activities, examination desks and chairs.
* Be responsible for safe and correct storage, maintenance, issue, use of materials, chemicals and machines.
* Carry out replacement and routine repairs and minor maintenance work to fabric, fittings, furnishings of the premises, subject to Health and Safety legislation.
* Keep, update and/or return all necessary documents and records as required.
* Prepare for after school activities, opening and securing the premises, cleaning up after these activities and preparing for normal activities.
* Any other appropriate work/duties applicable to the grade of the post as may be directed by the line manager

Culture

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity

To undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

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**OUR VALUES**

|  |  |
| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

**KNOWLEDGE, EXPERIENCE & SKILLS**

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| --- | --- |
| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

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|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** | Good numeracy/literacy skills | X |  | X | X | X |
| Commitment to professional development | X |  | X | X | X |
| Willingness to develop knowledge of use of IT and other specialist equipment/resources | X |  | X | X | X |
| Knowledge of COSHH regulations | X |  | X | X | X |
| Relevant maintenance/trade qualification or willingness to work towards |  | X | X | X |  |
| Knowledge of Health and Safety Regulations and how they apply in a school environment |  | X | X | X | X |
| Knowledge of building cleaning standards |  | X | X | X | X |
| **Experience** | Experience of a range of caretaking and cleaning duties | X |  | X | X | X |
| Experience of working in an educational environment |  | X | X | X |  |
| **Skills** | Ability to work effectively and supportively as a member of the regional and Academy teams | X |  | X | X | X |
| Ability to act on own initiative dealing with any unexpected problems that may arise | X |  | X | X | X |
| Ability to carry out minor repairs | X |  | X | X | X |
| Ability to identify work priorities effectively | X |  | X | X | X |
|  |  | X | X | X | X |