	Job Description: Facilities and Lettings Assistant	Scale: 3 Hours/Weeks 36 hours/52 weeks : Updated: December 2018
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Person reports to:	<ul style="list-style-type: none"> • Facilities and Contracts Manager • School Business Manager
Person supervises:	
Purpose of Job:	<ul style="list-style-type: none"> • To liaise with the Facilities and Contracts Manager regarding site issues • To maintain the security of the Lister Playing Fields site and premises • Help maintain the internal and external fabric of the Lister Playing Fields site as a safe environment • Liaising with the Facilities and Contracts Manager and relevant school staff to ensure lettings run smoothly • To support the Facilities and Contracts Manager on the main Lister School site, as required

MAIN DUTIES AND RESPONSIBILITIES

1. Security

- Key-holding responsibilities for locking/unlocking the Lister Playing Fields site and buildings
- Available on-call for out-of-hours alarm callouts and respond as necessary
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings during evenings and weekends as necessary
- Monitor CCTV and surveillance equipment

2. Cleaning and Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the playing fields and buildings
- Undertake activities to maintain safe and clean external environment e.g. gritting

3. Lettings

- To be responsible for the reception of visitors and hirers, ensuring they are welcomed in a polite, friendly and efficient manner.
- To be the key liaison for hirers, ensuring that their needs identified through the lettings booking are met
- Liaise with the Facilities and Contracts Manager to plan and organise the necessary facilities and requirements for lettings to proceed smoothly
- Liaise with school staff to ensure rooms and facilities are booked out so that key school activities are not impacted upon and that the site is left in a state for teaching and learning to resume following the letting
- To manage any complaints and issues regarding lettings and to escalate them to the Facilities and Contracts Manager and/or School Business Manager as appropriate

4. General Tasks

- Litter picking
- Arranging and/or carrying out grounds maintenance (including upkeep of boundary shrubbery)
- Ensure the maintenance of a clean and orderly working environment
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap and towels, as required
- Report faulty equipment and other maintenance requirements to the Facilities and Contracts Manager
- Maintain the security of premises by securing entrances/exits as appropriate and reporting potential security breaches to the Facilities and Contracts Manager or School Business Manager
- Regularly review site fencing to check for breaches and/or damage, as part of an agreed maintenance plan
- Ensure lights and other equipment are switched off as appropriate
- Escalate any staffing or hygiene/safety concerns to line manager promptly
- Maintain and update records for approved lettings and maintenance logs
- Assist and participate in the organisation and movement of furniture and equipment, as required
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions
- To be available to cover lettings at short notice

5. Physical Effort

- Some lifting and moving of heavy loads may be required, subject to appropriate training
- Regular outdoor working will be required
- Operation of grounds maintenance machinery may be required, subject to appropriate training

6. Additional duties


- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain a high degree of professionalism, confidentiality, politeness, tact, sensitivity and awareness in relation to all duties undertaken.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- Take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

	Person Specification and Selection Criteria	Scale	Scale 3
	Facilities and Lettings Assistant	Updated	December 2018
Essential	Essential/Desirable	How the selection criteria will be assessed	
Qualifications			
Facilities/premises management training/qualification	D	Application Form	
Professional Experience, Knowledge and Understanding			
Grounds maintenance and/or caretaker experience	D	Application Form, Interview	
Working knowledge of applicable regulations, such as health & safety, manual handling, COSHH, Legionella etc.	E	Application Form, Interview	
Experience of assessing risks and hazards	D	Application Form, Interview	
Willingness to participate in further training and development opportunities offered/required by the school	E	Application Form, Interview	
Experience of developing and managing lettings	D	Application Form, Interview	
Knowledge of basic building repairs and maintenance	D	Application Form, Interview	
Abilities and Skills			
Ability to perform the physical tasks required by the post including safely lifting, carrying and pushing various equipment to undertake some of the duties required	E	Application Form, Interview	
Ability to manage own time effectively and demonstrate initiative and logic, including establishing priorities	D	Application Form, Interview	
Excellent organisational, planning and proven administrative skills and abilities	E	Application Form, Interview	
Fluency in the use of IT systems	D	Application Form, Interview	
Personal Qualities			
Flexible, motivated and committed to high standards of working	E	Application Form, Interview	
Good attendance and punctuality	E	Application Form, Interview	
Resilience, energy and enthusiasm	E	Application Form, Interview	
Professional approach to working	E	Application Form, Interview	
Resilient and determined to achieve goals	E	Application Form, Interview	
Committed to the ethos of the school	E	Application Form, Interview	
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview	
Possess integrity, honesty perceptiveness and a commitment to fairness	E	Application Form, Interview	
Equal Opportunities Awareness			
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview	
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview	
Child Protection and Safeguarding Awareness			
Knowledge and understanding of child protection and safeguarding legislation	E	Application Form, Interview	
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview	