

Facilities Assistant/Driver

Job Description and Person Specification

September 2023

Post Title:	Facilities Assistant/Driver
Accountable To:	Site Manager
Location:	Elliott Hudson College
Scale	A1/A3

Job Description

Purpose

The purpose of this post is to assist in the provision of maintenance and security services on college premises thereby ensuring a safe working environment. Driving the college minibus as required; may include split shifts.

Post-specific responsibilities

Security

- a) Lock / unlock school buildings and areas (as required)
- b) Assist with regular security checks
- c) Operate alarm systems where appropriate
- d) Cover lettings (as required).

Cleaning and Maintenance

- a) Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- b) Collect and assemble waste for collection
- c) Undertake cleaning duties including litter-picking
- d) Undertake emergency cleaning duties
- e) Provide emergency access to the school site
- f) Undertake activities to maintain a safe and clean external environment

Resources

- a) Ensure the maintenance of a clean and orderly working environment
- b) Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
- c) Undertake basic record keeping as directed
- d) Refill and replace consumables e.g. soap and towels (as required)
- e) Report faulty equipment and other maintenance requirements to the appropriate person
- f) Maintain the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches
- g) Ensure lights and other equipment are switched off as appropriate
- h) To work alongside other colleagues to determine the smooth running of Open / Parents' Evenings

Organisation

- a) Assist with the receipt, distribution, collection and dispatch of goods
- b) Assist and participate in the organisation and movement of furniture within the building
- c) Maintain and arrange orderly and secure storage of supplies
- d) Operate everyday equipment in accordance with instructions

Other Responsibilities

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Knowledge	Essential	Desirable
Ability to carry out basic repairs, including minor plumbing, unblocking drains, repairing furniture.	✓	
Able to cope with the physical demands of the post.	✓	
Willingness to work flexible hours (including locking/unlocking the school).	✓	
Knowledge of basic Health and Safety regulations		✓
Qualifications	Essential	Desirable
Full driving license (pre-1997) or Full driving license D1 (post-1997)	✓	
MiDAS Certification		✓
Experience	Essential	Desirable
Experience of working in a school environment or of working with young people.		✓
Evidence of commitment to Continuing Professional Development	✓	
Skills	Essential	Desirable
IT literate including MS package applications.	✓	

Time management skills, including the ability to work to deadlines.	✓	
Able to work under pressure and deliver results to tight timeframes.	✓	
<u>Personal qualities</u>	<u>Essential</u>	<u>Desirable</u>
A passion for education and making a difference	✓	
Excellent communicator	✓	
Pleasant, polite, and friendly manner	✓	
Reliable and punctual	✓	
A commitment to working as part of the whole college team and supporting the vision and aims of the academy	✓	
To have high aspirations but to manage those with pragmatism	✓	
To have the ability to win the respect of colleagues and students alike	✓	
Energetic, enthusiastic and hard-working	✓	
Highly motivated, ambitious, and upbeat.	✓	
Calm under pressure	✓	
Flexible and collaborative	✓	
Take responsibility for own professional development as identified with the line manager.	✓	
<u>Continuous Professional Development</u>		
Evidence of commitment to continuing professional development	✓	
<u>Other Conditions</u>		
Enhanced DBS Clearance	✓	

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