



A student centred learning community

*Everyone a leader, everyone a learner.*



## Facilities Assistant and Driver

**37 hours and Permanent**

**B1 £14,940 - £15,544**

**Required as soon as possible**

Royds School  
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# Headteacher's Welcome

Our staff team is our greatest asset; I am incredibly proud of them and the impact that they have on our students. Everyone at Royds is a leader and a learner and we value everyone equally, regardless of the role

I would like to thank you for taking the time to read our application pack, we appreciate that applying for jobs is a time consuming process. Please get in touch if you have any questions.



## Recruitment Timeline

Closing Date:

20/09/19





## Facilities Assistant and Driver Job Description

<b>Post Title:</b>	Facilities Assistant and Driver
<b>Grade:</b>	B1
<b>Conditions:</b>	37 hours and all year round which will be follow the agreed shift pattern unless otherwise agreed.
<b>Accountable to:</b>	Responsible to the Headteacher, nominated member of the Senior Leadership Team and Senior Caretaker.

### Purpose of the Job

Under the instruction/guidance of appropriate senior staff provide maintenance and security services on school sites and premises.  
Drive the school minibus on a daily basis as needed.

### Responsibilities

#### Signpost 3 Students feel safe, supported and included.

- Assist with safety audits of the premises and assist with relevant risk assessments as required.
- Ensure the health and safety of students, staff and visitors at all times.
- Assist with regular security checks and identify security risks.
- Support with fire safety equipment checks and carry out fire drills.
- Provide emergency access to the school site.
- Comply with health and safety policies and procedures at all times.

#### Signpost 4 Preparing everyone for their future.

- Participate in appraisals in line with the school performance management policy.
- Keep abreast of the latest developments both in maintenance and health and safety.

**Signpost 7****A site and services that promote welfare and enhance the student experience.****Routine Duties**

- Lock / unlock school buildings and areas.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Support with regular site inspections and identify, record repair and maintenance requirements.
- Identify defects and maintenance requirements.
- Collect and assemble waste for removal.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Maintain a purposeful, orderly and productive working environment.
- Porter duties e.g. delivering mail, moving furniture and equipment.

**Maintenance**

- Supervise maintenance contractors and undertake regular site inspections.
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains.
- Carry out minor decoration programme as agreed.
- Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed.
- Operation and maintenance of heating plant and lighting systems.
- Maintain specialist sports facilities, equipment after specialist training.

**Driving**

- Driving the school minibus as required for school related journeys such as trips or visits, attendance support morning runs or trips to other schools.
- Responsible for the health and safety, comfort and welfare of pupils and staff.
- Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.)
- Reporting any vehicle defects, faults, incidents and accidents to the Senior Caretaker.
- Ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuelling the vehicles as required.
- Working within health and safety guidelines and other guidelines that may be issued from time-to-time.

**Signpost 10****A hub of the local community.**

- Undertake lettings and carry out associated clerical tasks

**Personal and professional conduct**

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage and prioritise your own workload in line with service requirements.
- Share corporate responsibility for the implementation of school policies and practices.
- Be a role model for students through personal presentation and professional conduct. To contribute to the ethos of the school, in all areas of contact and responsibility, in relationships with staff and students.
- Establish effective working relationships with professional colleagues.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure promotion and support of Equal Opportunities and Health and Safety.
- Present a positive personal image, contributing to a welcoming school environment.
- Maintain confidentiality inside and outside the school.
- Any other duties as required by the Headteacher.

**Safeguarding**

- Ensure appropriate / relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- The candidate must maintain a clean driving licence. Any motoring offences could affect ongoing employment.

## Relationships

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers.

## Physical Conditions

The post is currently based at Royds School which has access by stairs and is accessible by disabled persons to the ground floor by a portable ramp on request.

The school operates a non-smoking policy.

## Economic Conditions

<b>Grade:</b>	B1
<b>Annual Leave:</b>	21 days per annum plus 8 statutory holidays pro rata for part time employees. An additional 5 days leave is given after 5 years continuous service
<b>Conditions:</b>	Local Agreement for Superintendents and NJC Conditions apply

## Safeguarding

Royds School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

## Prospects

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The school encourages training both in-house and external to meet the needs of the individual and of the school.

## Conclusion

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate the changes in the role.

<b>Job description prepared by:</b>	<b>Kate Davison</b>	<b>04/09/19</b>
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<b>Job description reviewed by:</b>	<b>Claire Robbins</b>	<b>04/09/19</b>
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## Facilities Assistant and Driver Employee Specification

**Post Title:**

Facilities Assistant and Driver

In order to effectively undertake the responsibilities required for the above role (see job description), the attributes below have been identified as important for the post holder. These attributes will be identified by means of the application, interview and references as appropriate.

Mode of Assessment		Essential	Desirable
A = Application, I = Interview, C = Certificate, O = Observation, T = Task			
<b>Experience</b>			
A I	A clean driving license	X	
A I	Handyperson experience		X
A I	Caretaking/site-keeping experience in a school or similar environment		X
A I	Experience of working within a cleaning environment		X
A I T	Previous driving experience, ideally in passenger transport		X
A I T	Experience driving a large vehicle		X
<b>Skills</b>			
I	Ability to work as part of a team	X	
I	Ability to relate to people both in person and on the telephone	X	
A I	Ability to move heavy furniture	X	
A I	To possess basic DIY/maintenance skills	X	
A I	Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all	X	

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
<b>Knowledge</b>			
A I	Awareness and understanding of basic safety and security measures	X	
A I	Working knowledge of driving codes of practice/legislation	X	
A I	Knowledge of Health and Safety procedures and precautions		X
A I	Willingness to develop knowledge of use of ICT and other specialist equipment/resources		X
A I	Awareness of health and hygiene procedures	X	
A I	Knowledge of moving and handling procedures	X	
	Knowledge of using mechanical cleaning equipment		
I	Participation in development and training opportunities	X	
A I	Knowledge of basic fire regulation requirements	X	
<b>Personal Attributes</b>			
I	Clean driving license (held for at least 2 years) ideally including D1	X	
A I	Work well as a part of a team, as well as on your own initiative	X	
I	Willing to take personal responsibility and abide by the School's Equal Opportunities and Health and Safety Policy.	X	
I	Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.	X	
I	High levels of honesty and integrity and an awareness of the importance of confidentiality	X	
<b>Safeguarding Children</b>			
A I	Ability to maintain appropriate relationships and personal boundaries with children and young people.	X	
A I	Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
A I	Understanding of the importance of safeguarding and child protection and its impact on this role.	X	

Royds School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a Prohibition List check.

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**#LIVE  
LOVE  
LEARN**

**Staff Voice**

I am proud to be part of a school that lives its values, and develops its students' love of learning.

**Royds**