

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Facilities Assistant	Location	Thistley Hough Academy
Salary	Grade 5, Point 6, £25,183	Hours	37 per week, Monday – Friday 52 weeks per year. The nature of the post requires the willingness to work to a flexible roster, between the hours of 0600 – 1900 directed by the Facilities Manager for the needs of the school.
Department	Support Staff	Reports To	Facilities Manager

JOB PURPOSE:

To support the improvement of student achievement by providing a positive learning environment. You will be a member of a small professional Site Team undertaking duties as required to meet the needs of the school. You will hold a key role to provide a safe environment that underpins high quality education, to deliver a practical and efficient service to maintain the upkeep of school premises, ensuring that all internal and external areas of the school are clean, tidy, well maintained and secure. This semi-skilled hands-on role will require you to carry out the general maintenance, and reactive repair for a range of commercial systems and domestic equipment. Your working hours will consist of a rota system, to support daily operations from opening up of the building to the end of the day secure lock up.

KEY RESPONSIBILITIES AND DUTIES:

Main Duties

- Perform repairs such as fixing door handles, light fittings, shelves, and furniture and develop skills to maintain more complex equipment.
- Conduct basic plumbing tasks, including but not limited to unblocking drains, repairing leaking taps etc
- Able to carry out routine inspections and periodic repair of fixtures, fittings, and equipment.
- To maintain a clean site, free of litter/seasonal waste at all times of the school day and in all areas
- Assist the clearance of pathways and grounds of hazards including ice and snow to ensure safe opening of the site and continued safety throughout the school day
- Complete daily, weekly and monthly compliance checks and audits using internal systems
- Maintain tools and equipment ensuring security and appropriate use and returning safely to the designated storage area
- To work in a clean manner both during and on completion of each task. To use all hand tools (powered or otherwise) and operate machinery in the way they were designed and purchased for
- Ensure Health and Safety is always at the forefront of both school and trust activities
- To store all harmful or dangerous products in a safe manner and in accordance with COSHH regulations and manufacturers storage instructions

Site Responsibilities

- To set up room spaces according to instructions from school users (assemblies, open evenings etc)
- Participate in the opening and locking up rota
- Liaise directly with contractors to arrange maintenance support and inspection of completed work.
- To supervise contractors on site and out of hours events
- Designated out of hours key holder
- Willing to attend site during out of hours emergency response situations

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- Responsible for ensuring the site remains in a secure state during school operating and non-operating hours
- Accept deliveries of stores, materials and other goods and convey to the appropriate areas

Health and Safety

- Work in a safe manner in accordance with industry regulations and the Trust's Health and Safety Policy
- To seek advice and guidance on any activity which may cause harm directly or indirectly to all persons
- To wear any additional safety or PPE equipment when using equipment likely to cause harm regardless of the likelihood or severity of risk
- To wear regulation uniform as always specified during the school's normal hours of operation
- Attend relevant training as required
- To always wear safety footwear (including outside of term time) whilst on site regardless of the school's normal hours of operation

Personal Qualities

- Excellent inter-personal skills and the ability to remain constructive under pressure
- Dynamic and proactive, with a 'can do' attitude
- Practical and dependable
- Must be adaptable, flexible and open to change
- Integrity, openness, energy and enthusiasm

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Maintenance Background Level 2 or above OR • Core trade skill e.g. carpentry, painting, plumbing, electrics 	<ul style="list-style-type: none"> • Awareness of COSHH regulations • IOSH and/or H&S training • Numeracy and literacy skills with an ability to keep accurate records • Full driving license held for 2+ years
EXPERIENCE	<ul style="list-style-type: none"> • Previous handyperson and general maintenance experience • Knowledge of Health & Safety regulations including good practice in relation to caretaking, cleaning & hygiene • Awareness and understanding of working in a school environment 	<ul style="list-style-type: none"> • Experience of security and safety, including use of intruder and fire alarm systems • Previous caretaking experience
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Good organisational skills • Ability to meet deadlines to the required quality standards • The ability to operate relevant equipment. • Knowledge of building repair and refurbishment practices 	<ul style="list-style-type: none"> • Knowledge of building management systems • IWFM qualification • Competent in the routine use of Microsoft tools including Sharepoint and Office

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SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong work ethic • Reliability and punctuality • Adaptability and flexibility • Positive attitude • Team player • Attention to detail • Self-motivation 	<ul style="list-style-type: none"> • Problem-solving mindset • Effective communication skills • Curiosity and willingness to learn
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	<p>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</p> <p>A commitment to working to improve the life chances of all the young people in our academy.</p> <p>Ability to work extra hours throughout school holidays as and when required</p> <p>Openness and willingness to learn.</p> <p>Undertake any other reasonable duties deemed appropriate to the role.</p> <p>Physically fit and able to lift/move furniture and equipment when necessary.</p>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.