



## **JOB DESCRIPTION**

**Job Title:** Facilities Assistant/Driver  
**Grade:** A1/A3  
**Reporting to:** Site Manager

### **Job Purpose:**

Under the direction / instruction of the Site Manager and / or appropriate senior staff, assist in the provision of maintenance and security services on school premises thereby ensuring a safe working environment. Driving the school minibus as required. Working hours may include split shifts.

### **Duties include:**

#### **Security**

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

#### **Cleaning and Maintenance**

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

#### **Resources**

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment / resources / materials as set out in instructions.
- 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 appropriate person.
- Maintain the security of school premises by securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- To work alongside other colleagues to determine the smooth running of Open / Parents' Evenings.

#### **Organisation**

- Assist with the receipt, distribution, collection and despatch of goods.
- Assist and participate in the organisation and movement of furniture within the building.
- Maintain and arrange orderly and secure storage of supplies.
- Operate everyday equipment in accordance with instructions.

## **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings and training as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

## **Driving (D1 Licence required)**

- Drive the school minibus.
- Be responsible for small groups of students whilst driving the minibus.
- To complete documentation on daily inspections of the minibuses
- To be responsible for the routine cleaning of the minibuses
- To be responsible for all test certificates being kept up to date.
- MiDAS certification or willing to undertake the training.

## **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.

## Person Specification Facilities Assistant / Driver

Attribute	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full Driving Licence including D1</li> </ul>	<ul style="list-style-type: none"> <li>• MiDAS certification</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to carry out basic repairs, including minor plumbing, unblocking drains, repairing furniture</li> <li>• Time management skills, including the ability to work to deadlines</li> <li>• Able to cope with the physical demands of the post</li> <li>• Good team member</li> <li>• Sense of humor</li> <li>• Willingness to work flexible hours (including locking/unlocking the school/covering staff holidays)</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Health and Safety regulations</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in an academy environment or of working with young people</li> </ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to continuing professional development</li> </ul>	
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> </ul>	

*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. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for.**