



Weald of Kent
Grammar School



Facilities Assistant

Job Description



Employment Status:

Full Time/Part Time:

Grade:

Salary:

Hours:

Permanent

Full Time

Kent Range 5

£20,595 - £21,693 per annum

37 hours pw (between 7am and 6pm)

Working one Saturday every three weeks (day in lieu in the week)

Term-Time/All Year Round:

Start Date:

End Date (if applicable):

Closing Date:

Interview Date:

Location:

All Year Round

ASAP

N/A

Tuesday 18th April 2023, 9AM

Tuesday 25th April 2023

Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.




The Team

Reporting to: Facilities Manager

This position forms part of the Facilities team, which consists of a Facilities Manager, Senior Facilities Assistant, two Facilities Assistants and a Housekeeper who work across our Sevenoaks and Tonbridge campuses.

About the Post

We are looking to appoint a motivated and enthusiastic Facilities Assistant to join our dedicated team. This role involves undertaking a range of facilities related duties to assist in the smooth running of our campuses, ensuring the security and general appearance of the buildings and surrounding areas are maintained; providing practical help and assistance, health and safety management and compliance. You will keep abreast of developments in your area of responsibility, think creatively and constructively to ensure that the job is done in the most effective and time efficient way.





Job Description

Specific Duties:

Building, Grounds, Maintenance and Operations:

Ensure that the grounds are clean, free of hazards and maintained as required.

- Ensure all bins are emptied and litter is collected at least daily.
- Support the Facilities Manager with supervising contractors undertaking work on school premises and the work of external cleaners, to ensure that terms of contracts are met and within budget and the highest possible standards of work, cleaning and hygiene are maintained throughout the school.
- Support the Facilities Manager with monitoring the condition, safety and security of the site throughout the term and during school holidays on a daily basis. Minimise the possibility of theft or vandalism and maintain the fabric of the buildings, thereby ensuring a safe and sound working environment for all stakeholders.
- Support the Facilities Manager with the ordering, maintenance and storage of materials and equipment and implement appropriate control systems for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work.
- Support the Facilities Manager with the daily/weekly operations required to meet the needs of the school, third parties, and contractors throughout the term, at weekends and during the school holiday period, balancing requirements and priorities within available resources.
- Liaise with all school users to determine the facilities required hour by hour, day by day and then manage the daily/weekly operations as above.
- Support the Facilities Manager with maintenance work and minor projects and where appropriate utilise the Facilities team, to minimise expenditure on external contractors.
- Ensure that classrooms, the main hall, meeting rooms etc. are set up as required, following Internal Event Booking Form requests or responding to emergency events.

Health and Safety:

- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance.

- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance.
- Supervise contractors while working on the school site operating a permit to work system as required.
- Report any hazards and or defects to the Facilities Manager as appropriate.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and shared with appropriate staff.
- Maintain plans of the building and grounds including locations of main electrical intakes, chemical storage, call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.

Security:

- Support the Facilities Managers with the opening and closing of the school daily, at the agreed times, ensuring that the school is available for evening and weekend use as required.
- Be a main key holder for the school site and live within easy access of the school. Liaise with the security company or local police station as appropriate. Control allocation of users, keeping accurate and up-to-date records of key holders for routine and non-routine opening. Ensuring adequate key holder cover during holiday periods.
- Be responsible for general security and access control at all times

Cleaning:

- Check the site daily and ensure that all areas of the building are clean and ready for use, liaising with the cleaning contractor to undertake periodic cleaning for specific functions.
- Ensure immediate removal of any internal and external graffiti.
- Ensure that all refuse is disposed of promptly and in accordance with legislation

Event Set up and Support:

- Support Administration and IT Teams with all school event set ups.
- Ensure rooms are set up in a timely fashion.
- Manage traffic/car parking during large scale events.
- Work with teachers and events team to forward plan for big events.

Person Specification

	Essential	Desirable
Qualifications		
NVQ Level 2 or equivalent or relevant experience	✓	
Relevant Health & Safety qualifications and/or willingness to undergo training		✓
First Aid qualification (or willing to undertake training)		✓
Experience		
Understanding of heating and electrical systems		✓
Building maintenance (ideally within an educational setting)		✓
IT packages including Building and H&S Management Systems		✓
Skills & Knowledge		
Driving Licence	✓	
Able to communicate effectively, orally and in writing	✓	
Strong ICT skills	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Understanding of health and safety requirements, ability to recognise and act to avoid potential risks under H&S legislation and Fire Regulations	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Practical skills: painting, decorating, joinery, plumbing and basic electrical	✓	
Ability to recognise problems and potential problems with buildings	✓	
Personal Attributes		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	



Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



Application Process and Safeguarding

Applications

Application forms can be found on our website or on tes.com and should be sent to Human Resources on HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

More Information

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on HR@wealdsgs.org. We look forward to hearing from you.