

Job Description



Paddock Wood
Primary Academy

Job title: Facilities Assistant
Reports to: Site Manager
Location: Paddock Wood Primary Academy

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Purpose of this role

- To ensure the security, care and availability of the Academy's buildings furniture, fittings and equipment
- To ensure a satisfactory physical environment and to promote the efficient use of the Academy's assets to support its educational objectives
- To undertake a planned maintenance programme of painting and repairs under direction of the Facilities Manager

Main responsibilities

Whilst working collaboratively as part of the Trust Estates team, each Facilities Assistant will be responsible for key areas of responsibility listed below within their allocated academy or academies:

Duties

- Ensuring the building and contents are secured and unauthorised users of the site are challenged;
- Provision of access to the building (and grounds) to authorised persons at times prescribed by the Trust;
- Use of the Trust's CAFM system to track reactive, planned maintenance tasks and incidents and their progress;
- Undertaking routine compliance checks for key compliance areas including but not limited to:
 - Asbestos;
 - Legionella;
 - Fire.
- Carrying out a variety of duties as directed by the Facilities Manager as well as the Trust's CAFM system. This includes but is not limited to:
 - Basic DIY;
 - Porterage;
 - Setting up for events/examinations;
 - Receiving and storing deliveries;
 - Cleaning/painting over graffiti;
 - Litter picking and emptying of litter bins;
 - Portable appliance testing.
 - Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick, etc.;
- Escalate any repair or maintenance work which is beyond the competence of the Estates Team;
- Participate in routine fire and lockdown practices, as directed;
- Undertaking regular premises and grounds inspections, reporting any remedying any issues found.

General

- Ensure that communication between the Estates Team and the Academy is maintained;
- Ensure that communication between the Estates Team and other central Trust departments is maintained;
- Ensure availability, given suitable notice, to work paid overtime as required;
- Ensure availability on days of extreme weather to assist in the early clearing of snow and application of grit.

Notes:

- The postholder will be expected to comply with any reasonable request from the Facilities Manager, other managers within the Estates Services team or their nominee to undertake work of a similar level that is not specified in this job description.
- Reasonable travel will be required in the post holder's own vehicle

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.