



# Job Description

<b>POST:</b>	Facilities Assistant
<b>TEAM:</b>	Oasis Restore – Facilities Team
<b>RESPONSIBLE TO:</b>	Facilities Manager
<b>RESPONSIBLE FOR:</b>	N/A
<b>SALARY:</b>	£27,344-£29,439 plus Local Government Pension Scheme
<b>LOCATION:</b>	Oasis Restore secure school in Rochester, Medway, Kent
<b>WORKING PATTERN:</b>	Full time + Flexibility with Out-of-Hours Callouts
<b>DISCLOSURE LEVEL:</b>	Enhanced

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## About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

## Job Purpose

As part of the facilities team, your primary responsibility will be to uphold the highest professional standards while assisting your fellow facilities assistants and the Facilities Manager in maintaining a safe and secure environment. You will ensure compliance with regulations, perform maintenance tasks, and support various property and estate functions.

Your role also includes safeguarding the site during adverse weather conditions and contributing to a collaborative and purposeful atmosphere, including offering occasional supervision to volunteers / students seeking practical experience.

Additionally, you will serve as a key contact point for property and estate matters at Oasis Restore, providing essential support to the Principal Director, Oasis Restore staff, and external service providers.

## Specific Responsibilities

### Health and Safety Compliance

- To assist the Facilities Manager in maintaining a safe, functioning and secure environment, ensuring that all relevant Health & Safety Regulations and safe working procedures are adhered to.
- To assist with ensuring statutory compliance through the satisfactory performance and completion of Planned Preventative Maintenance, Cyclical Programs, and other required duties.
- To assist the Facilities Manager to check and maintain the Fire Alarm, to ensure Fire Doors are operating correctly and to assist with Planned Drills, Fire and Lockdown.
- To assist in ensuring the safety of the site during periods of bad weather, including clearing of paths of snow, ice and fallen leaves and applying rock salt when required.
- To ensure that all works have appropriate Health & Safety Risk Assessments in place and to ensure that Health & Safety checks are carried out across the site as and when required.
- To ensure that all operations comply with relevant legislation including Health & Safety at Work Act etc., current environmental legislation, Building, Planning & Child Protection legislation.
- To assist the undertaking all allocated Health & Safety checks for the academy on a daily/weekly/monthly & annual basis or as and when required ensuring Health & Safety Systems are fully maintained and updated.
- To assist the Facilities Manager in the implementation procedures related to the Business Continuity plan and other emergency events.

### Property and Estates

- To provide assistance in the delivery of the Property & Estates services to Oasis Restore.
- To assist in ensuring the safe, efficient, and effective day to day running of the Property & Estates service.
- Assist in the general running of the Property & Estates service through the preparation of daily, weekly, and monthly reports, answering the phone, dealing with complaints and meeting facilitation.
- Assist with the support of all day-to-day activities related to the operation of the Property & Estates functions.
- Assist with the maintenance of effective and efficient filing systems and structures in line with Property & Estates requirements including service contract records and other property related records.
- Comply with all Oasis, Property & Estates and Oasis Restore QA Procedures and agreed direction.
- Keep Oasis Restore tools and equipment in good working order.

### Maintenance

- Undertake scheduled internal and external boundary security checks throughout the day as well as provide assistance and a high standard of reactive maintenance support for communal space audits.
- To assist in the undertaking routine building inspections of the Restore Facility and recording daily maintenance and Health & Safety compliance checks.
- To detect and report defects to the Facilities Manager; repair defects and maintenance works as directed by the Facilities Manager.
- To undertake emergency and planned repairs within capability, responding effectively and keeping records of all such work. Ensure all such issues are reported through the correct escalation process in a timely manner.

- To assist in ensuring that the undertaking of the appropriate programme of repair and maintenance for the property and grounds are followed and all records are updated as and when required.
- To Assist with the maintenance of access control, CCTV, and physical security systems on site.

## Control and Site security

- Assist with maintaining stock control of Estates consumables as well as the security scrutineering of external vehicles and loads, as required before they enter the facility.
- Assist with the provision of security of the site and emergency cover as and when required including opening and closing the Restore site at the start and finish of the day.
- Provide support for key movements and incidents involving children around the Restore site where required, ensuring to maintain/support beneficial relationships at all times.
- To assist with providing a safe and fit for purpose premises for children, staff, visitors and volunteers to complete their day-to-day activities.

## Service Providers

- Assist the management of External Service Contractors in line with contractual requirements and service level agreements ensuring the satisfactory undertaking by External Service Providers.
- To assist in ensuring the effective management of External Service Providers in line with agreed contractual requirements and service level agreements.
- Assist in the performance of existing and new reactive services and any transitional arrangements.

## Customer service

- To assist with the delivery of high quality, customer focused property & estates functions.
- To undertake preparing areas for school related activities and functions, moving, and setting up furniture and equipment as required.
- To act as a point of contact in the assistance of property & estate matters at Oasis Restore in support of the Principal Director, Oasis Restore staff and other external service providers.
- Provide portering services to Restore ensuring school day to day activities proceed as expected.

## General

- To be an established, trusted, and reliable member of the facility's support staff.
- To consistently model the highest of professional standards in role as a key member of staff to all, across the academy and local community.
- To support the delivery of the highest possible standards of professionalism, ethical leadership, dress sense and personal behaviour through the lens of the 9 habits.
- To support the development of an open, collaborative, restorative and purposeful climate as well as offering structured, occasional supervision for students who wish to develop experience in practical skills as directed & supported by senior Restore staff.
- Assist with maintaining energy efficient measures within the Academy.
- Provide support on projects undertaken both in-house and externally. Report any urgent issues arising to the Facilities Manager, Head of Site and Operations and the Principal Director.

## Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

## Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

## Person Specification

### Our Purpose

Oasis exists to provide a rich and balanced educational and home environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria ( <i>Essential and Desirable</i> )	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> <li>• An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>• Relationships: the conviction that providing the best care for children depends on the foundation of building deep, trusting and bounded relationships characterised by unwavering commitment and integrity.</li> <li>• Discovery: the commitment to gaining knowledge and understanding through learning as you 'do', remaining reflective and open to ongoing experiences, ideas and learning.</li> <li>• Community: the belief that we are interdependent and equally responsible for the environment we create, and that the journey of discovery and relating is brought to life in community.</li> </ul>	A, I
Competencies	<ul style="list-style-type: none"> <li>• Relational - The ability to build and sustain good, compassionate, responsive relationships characterised by respect, understanding and healthy boundaries.</li> <li>• Curiosity and reflectiveness - A commitment and ability to discovering self, other, context and new perspectives through observation, interaction and reflection.</li> <li>• Teamwork - Works well in and across teams, contributing proactively, representing and taking appropriate responsibility for shared goals.</li> <li>• Resilience and flexibility - Able to anticipate and manage change flexibly, responsively and calmly, maintaining the ability to think and facilitate others' thinking under pressure; able to persevere.</li> <li>• Managing complexity - Able to understand multiple perspectives and considerations, acting with these in mind</li> <li>• Ownership and organisation - Hard-working, conscientious and thorough.</li> </ul>	A, I, UT

	<ul style="list-style-type: none"> <li>• A full driving license as you will have to collect materials from suppliers and will be on a 24/7 emergency call out rota</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Appropriate academic qualifications to GCSE level (and/or experience in facilities management at that level);</li> <li>• Basic Health &amp; Safety qualifications: <ul style="list-style-type: none"> <li>○ Manual Handling</li> <li>○ First Aid at Work</li> <li>○ Working at Height</li> </ul> </li> </ul>	A, I
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> <li>• Good communication and negotiation skills</li> <li>• Good organisational skills.</li> <li>• Proven ability to work under pressure &amp; respond to deadlines.</li> <li>• Good interpersonal skills.</li> <li>• Good written communication skills.</li> <li>• Good attention to detail.</li> <li>• Good standard of literacy and numeracy.</li> <li>• Practical experience of at least one year within the field of Facilities Management.</li> <li>• Experience and understanding of Mechanical &amp; Electrical systems.</li> <li>• Experience of delivering reactive, cyclical and planned works.</li> <li>• Good working knowledge of MS Word, MS Excel and MS Outlook.</li> <li>• Proven experience of working within the Education Sector.</li> <li>• Experience in dealing with External Service Providers to deliver to contract or service level agreements.</li> </ul>	A, I, UT

\*A= Application form

I= Panel interview

AC= Assessment Centre

UT= Unseen task, Mini Teach, Presentation