

The Beacon – Facilities Assistant - Job Description



Job Title:	Facilities Assistant
Salary range:	Kent Range 4 - £25,230.27
Responsibility to:	Facilities Manager
Hours:	40 hours per week
Contract:	52 weeks per year, permanent

Main purpose of the role:	Providing flexible, efficient and effective running of the school site to fulfil all school and community use of the facilities. This includes all activities associated with security, safety and high quality cleanliness and maintenance of the school site.
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Duties and Responsibilities

- Undertake the general checking and cleaning of some parts of the establishment, as directed, and if required cover for any absence of the cleaners i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the building and site.
- Carry out minor repairs to paths, paving fences and gates (advise on condition of these and order work where agreed).
- Be responsible for ensuring grounds, paths and access points are free from snow and ice.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Perform duties in line with Health and Safety Regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc., and if required grass cutting and grass maintenance to maintain a clean and tidy environment.
- Maintain the security of the premises by opening and closing premises (including after school hours and during weekends, when required).
- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Attend training courses as required and assist in the training of other premises support staff as directed.
- Comply with Health & Safety, Fire Regulations and other County policies
- Act as a fire warden during fire evacuations, undertaking drills as appropriate.
- Support with routine safety checks around the school, including school vehicle maintenance, hydrotherapy pool checks, fire safety, hazardous chemicals, legionella and boiler and plant room checks.
- Driving the school minibus as and when required.
- Flexibility in working shift patterns between the core hours of 6:30am-6:30pm.
- Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.
- Be a key holder for the premises and part of the on-call team for out of hours call outs, which have been escalated by the contracted security company.
- Any other duties as required, by the facilities manager or assistant facilities manager.

The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. 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. 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.

The Beacon – Facilities Assistant - Person Specification



Job Title:	Facilities Assistant
Salary range:	Kent Range 4
Responsibility to:	Facilities Manager

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • A-C Grade in GCSE Maths and English (or equivalent) • Clean driving licence • Prepared to undertake additional training 	<ul style="list-style-type: none"> • Relevant qualification • Experience of general building maintenance
Experience	<ul style="list-style-type: none"> • Proven site experience in some capacity 	<ul style="list-style-type: none"> • Previous experience in a school • Experience using a range of machinery/tools
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of health and safety requirements • Demonstrate an understanding of confidentiality and safeguarding • Good communication skills (written, verbal, face-to-face, telephone) • 	<ul style="list-style-type: none"> • Trained in COSHH, manual handling and safe use of machinery
Values and Qualities (All Essential)	<ul style="list-style-type: none"> • Ability to deal calmly, tactfully and effectively with a range of people • Ability to organise and prioritise workload to achieve deadlines. • Able to communicate factual information politely and courteously and has everyday spoken skills e.g. telephone and face-to-face conversations. • Ability to organise and prioritise workload to achieve deadlines. • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development • Ability to work effectively and supportively as a member of the school team. • Able to deal with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief. 	