

## Job Description

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<b>Role:</b>	<b>Facilities Assistant</b>
Reporting to:	Facilities Manager
Principal location:	Specified academy or academies within a geographical area

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.