

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Facilities Assistant	<b>Reporting to:</b>	Site Manager
<b>Start Date:</b>	July 2025	<b>Grade and Range:</b>	Grade E, pt.10 - 14

<b>Purpose and Context:</b>	The postholder will be responsible for duties covering security, repairs and maintenance, portage and general duties of this kind associated with the maintenance of the site.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Under the direction of the Site Manager to ensure the Academy site is safe and presentable.</li> <li>• To ensure security of the building including the opening and closing of the premises at designated times and the issue of keys.</li> <li>• To undertake daily tasks such as the replenishment of supplies to the lavatories, the receipt and distribution of goods and supplies as necessary and the clearance of litter from the site, including the safe removal of bodily fluids.</li> <li>• To undertake routine maintenance on the Academy site such as the removal of graffiti, etc.</li> <li>• To undertake general portage as required by other Academy staff.</li> <li>• To liaise with community users, ensuring the facilities are welcoming and appropriate for their needs.</li> <li>• In inclement weather to prioritise the need to keep access points and entrances clear, eg. from snow and ice.</li> <li>• To oversee the efficient working of heating plant, water and lighting, advising the senior site attendant of any maintenance issues.</li> <li>• To undertake site improvements such as painting, decorating and repairs, as directed by the Site Manager.</li> <li>• To prepare the site for Academy and community activities as required.</li> <li>• To ensure all furniture arrangements and accommodation requests are in place on time.</li> <li>• To participate in the Academy's performance management process.</li> <li>• To note and report as necessary on matters affecting the health and safety of persons on the site in accordance with the Academy's health and safety guidelines.</li> <li>• Complete any compliance checks allocated</li> <li>• To undertake any other duties as may reasonably be required by the Site Manager or the Principal.</li> </ul>
<b>Culture and Ethos</b>	<p>To promote the Woodard Christian Ethos that embraces all faiths and none</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>
<b>General</b>	To carry out any other duties as may reasonably be required by the Principal.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on keeping children safe in education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

#### **Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

#### **Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

Signed: ..... (Principal)

# St Augustine Academy

## Person Specification



Facilities Assistant		
A	Education and Qualifications	Essential or Desirable
1	GCSEs (or equivalent) in English and Maths	D
2	Manual handling training	D
3	Health and safety awareness training	D
B	Experience and knowledge	Essential or Desirable
1	Experience in a similar caretaking, facilities, or maintenance role	E
2	Knowledge of basic maintenance tasks such as painting, decorating, and repairs	E
3	Understanding of site health and safety regulations and procedures	D
4	Maintenance and DIY Skills	E
5	Experience working in a school or similar setting	D
C	Skills and abilities	Essential or Desirable
1	Ability to use a range of hand tools and basic maintenance equipment	E
2	Good time management and the ability to prioritise tasks effectively	E
3	Ability to work independently and as part of a team	E
4	Good communication skills for liaising with staff, students, contractors, and community users	E
D	Motivation	Essential or Desirable
1	Committed to maintaining a clean, safe, and welcoming environment for students, staff, and visitors	E
2	Willingness to undertake relevant training and professional development	E
3	Proactive attitude with a strong sense of responsibility	E
E	Personal qualities	Essential or Desirable
1	High professional and personal standards	E
3	Emotional resilience to working in a challenging environment	E
4	Integrity and drive	E

5	Ability to establish good working relationships with all relevant stakeholders	E
6	High levels of tact, diplomacy, sensitivity and understanding	E
7	An understanding of child protection and safeguarding in educational establishments	E
8	May be required to work outside of normal school hours on occasion, with due notice.	<b>E</b>