

# St Augustine Academy

## Job Description



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|--------------------|--------------------------------------------|-------------------------|--------------------|
| <b>Job Title:</b>  | Facilities Assistant & Lettings Supervisor | <b>Reporting to:</b>    | Site Manager       |
| <b>Start Date:</b> |                                            | <b>Grade and Range:</b> | WAT Band E 10 - 14 |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Purpose and Context:</b>        | To provide coordinated premises support to ensure the school site is safe, well-maintained, and prepared for daily use and lettings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Duties and Responsibilities</b> | <p><b>Facilities Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Opening and closing the school premises, ensuring security at all times and dealing with any issues that may arise.</li> <li>• Reporting any concerns or issues to the Line Manager in a timely manner.</li> <li>• Meeting and supervising contractors visiting or working on the school site.</li> <li>• Assisting with receiving deliveries and distributing goods and supplies as required.</li> <li>• Carrying out indoor cleaning duties as directed by the Line Manager.</li> <li>• Assisting with litter collection and the emptying of bins around the school site when needed.</li> <li>• Safely undertaking basic repairs and maintenance of buildings, facilities, equipment, and services, and reporting major defects to agree on a repair plan.</li> <li>• Clearing paths, access points, and entrances of snow and ice to ensure safe access.</li> <li>• Setting out and removing exam desks as required by the Exams Department.</li> <li>• Replenishing soap, towels, and toilet paper in all lavatories across the site.</li> </ul> <p><b>Lettings Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support the academy with the effective and efficient hire of facilities during evening lettings, ensuring cleanliness, safety, and security.</li> <li>• Welcome hirers to the academy and provide a friendly meet-and-greet on arrival.</li> <li>• Meet hirers at the end of their booking to ensure they leave on time and allow the building to be locked up safely.</li> </ul> |

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|                          | <ul style="list-style-type: none"> <li>• Put up and remove any directional signs to ensure hirers and their groups know where to go.</li> <li>• Proactively complete tasks as needed, such as litter picking and cleaning.</li> <li>• Prepare areas and set up rooms as required, and return equipment to the correct place afterwards.</li> <li>• Carry out cleaning in hired rooms, changing rooms, and WCs.</li> <li>• Open and unlock buildings or areas needed for hirer use.</li> <li>• Direct on-site traffic and support with car parking when required.</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 & Lettings Supervisor |                                                                                                                                                              |                        |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| A                                          | Education and Qualifications                                                                                                                                 | Essential or Desirable |
| 1                                          | GCSE (or equivalent) passes in English and Mathematics                                                                                                       | E                      |
| 2                                          | First Aid training                                                                                                                                           | D                      |
| B                                          | Experience and knowledge                                                                                                                                     | Essential or Desirable |
| 1                                          | Experience of working in an educational setting                                                                                                              | E                      |
| 2                                          | Understanding of the role of a Facilities Assistant & Lettings Supervisor                                                                                    | E                      |
| 3                                          | Understanding of health and safety practices, including safe manual handling and site security procedures.                                                   | E                      |
| 4                                          | Knowledge of recent Ofsted and DfE guidance                                                                                                                  | E                      |
| 5                                          | Awareness of safeguarding and child protection procedures                                                                                                    | E                      |
| 6                                          | An understanding of the principles of Keeping Children Safe in Education 2022 and a commitment to ensuring the health, safety and wellbeing of all children. | E                      |
| C                                          | Skills and abilities                                                                                                                                         | Essential or Desirable |
| 1                                          | Ability to carry out basic repairs and maintenance safely and to a good standard.                                                                            | E                      |
| 2                                          | Ability to work independently and use initiative while also being an effective team member.                                                                  | E                      |
| 3                                          | Practical problem-solving skills and the ability to respond calmly and effectively to unexpected issues.                                                     | E                      |
| 4                                          | Ability to communicate at an appropriate level both written and orally                                                                                       | E                      |
| D                                          | Motivation                                                                                                                                                   | Essential or Desirable |
| 1                                          | Demonstrates a strong commitment to maintaining a safe, clean, and well-presented school environment.                                                        | E                      |
| 2                                          | Motivated to learn new skills and undertake relevant training to develop within the role.                                                                    | E                      |
| 3                                          | Motivated to perform the job well and to continuously develop                                                                                                | E                      |
| 4                                          | Commitment to trust / academy ethos and values                                                                                                               | E                      |
| E                                          | Personal qualities                                                                                                                                           | Essential or Desirable |
| 1                                          | High professional and personal standards                                                                                                                     | E                      |
| 2                                          | Child centred humane attitude to use of authority & maintaining discipline.                                                                                  | E                      |
| 3                                          | Emotional resilience to working in a challenging environment                                                                                                 | E                      |

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| 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. | E |