**JOB DESCRIPTION - Facilities Assistant**

**Responsible to** Estates Manager

**Salary** KR5

**Hours of Work** 21 hours per week, worked Monday to Friday 5pm – 10pm and Saturday and Sundays 8am – 5pm on a shift pattern over a two-week period to be determined with fellow Facilities Assistant and Estates Manager.

**Job Purpose**

To represent the School out of hours by overseeing lettings of the premises for sports and events as detailed by the hirer. To provide general security and maintenance of the school site and premises, to include key holder duties.

**Specific Accountabilities**

* To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
* To meet and greet hirers, welcome them to the school and show them the facilities and to check on hirers to ensure they have everything they need.
* To prepare rooms being used for hire; including setting up, cleaning and breaking down of equipment.
* To ensure the correct footwear is worn on the 3G pitch.
* To set out/put away furniture for school events, and undertake general porterage as required by the Estates Manager
* To ensure that internal and external areas are clean, tidy and any rubbish removed.
* To undertake a range of basic handyperson duties as directed by the Estates Manager to contribute to the maintenance of the school premises and its furnishings
* To communicate with the Estate Manager with any issues arising during the letting period.
* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.