**Trinity School, Sevenoaks**

**Facilities Assistant/Lettings Support Job description & Person Specification**

Job Title: Facilities Assistant/Lettings Support

Responsible to: Facilities Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Specific Responsibilities**

**Main Purpose**

To provide general security and maintenance of the school site and premises, to include handyperson activities, log issues with Contract Cleaning Supervisor/Staff and provide support with lettings.

To provide support with shared usage areas for Sevenoaks Educational Campus.

**Facilities**

* As a keyholder to be responsible for the security of the school premises, to assist the Facilities manager in making any arrangements to cover periods of absence of other keyholders.
* To ensure that the school site is fit for purpose and to pro actively highlight concerns regarding Health and Safety to the Facilities manager in a timely manner
* 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 carry out compliance checks, filling in the necessary log books and raising any issues or irregularities with the Facilities Manager.
* To identify and report building, furnishing or fittings deficiencies to the Facilities Manager and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
* To undertake a range of handyperson duties as directed by the Facilities Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating; repairs to fittings and small scale improvements, fitting shelves or notice boards, etc…
* To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
* To take delivery of stores, goods and equipment and arrange storage or distribution as required.
* To exercise overall responsibility for the operation of the school heating ventilation and cooling systems; ensuring that all plant and equipment operates safely and efficiently.
* To monitor usage of electricity, water and any other fuel, taking such meter readings as may be required.
* To monitor cleaning standards and advising on the correct use of equipment and materials. Where necessary perform cleaning duties.
* To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
* To set out/put away furniture for school events, and undertake general porterage as required by the Facilities Manager.
* To make appropriate arrangements for the collection of school waste.
* To monitor and ensure safe traffic movement in car parks.
* To maintain security and life preserving equipment including mag locks, CCTV, fire system and refuge systems etc

**Lettings**

* To prepare rooms being used for hire; including setting up, cleaning and breaking down of equipment.
* To meet and greet hirers, welcome them to the school and show them the facilities.
* To check on hirers to ensure they have everything they need.
* To lock up at the end of evening, ensuring that all Hirers are off site and all rooms are cleared.

**Sevenoaks Educational Campus Support**

* To be responsible for the general tidiness and safety of the outside communal areas.
* To be responsible for general maintenance and cleanliness of the shared usage areas/communal outside areas to include litter picking, sweeping etc
* To carry out the unlocking and locking of the bus gates every afternoon during term time.
* To cover as Banksman during periods of absence to monitor and ensure safe movement of all buses (large vehicles) around the school car park.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Basic numeracy and literacy | * GCSE Grade C/4 Maths & English or equivalent NVQ or Apprenticeship * Relevant Trade qualification |
| **Experience** | * Operation of cleaning equipment and cleansing agents * DIY skills * Experience of maintenance and repair duties | * Experience of school compliance testing and checks including fire safety, security systems, water risk prevention etc * Work in the education sector |
| **Knowledge** | * Knowledge of relevant health and safety regulations |  |
| **Skills** | * Ability to work with limited direct supervision * Ability to use basic Microsoft computer packages including Word, Excel and Outlook |  |
| **General/**  **Personal Qualities** | * Calm and pleasant manner * Confidence * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Passionate * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….