

**JOB TITLE: Facilities Assistant**

**PAY BAND: 5**

**CORE HOURS; 37 hours/52 weeks per year  
To be worked on a rota basis covering mornings and evenings**

**LINE MANAGEMENT: Facilities and Community Manager**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To be responsible for the security of the building creating a safe environment by ensuring that Health and Safety Regulations and agreed Codes of Practice for Salterns Academy Trust employees are adhered to.

To ensure the site is clean, safe and well maintained and in good repair, both inside and out at all times.

To assist all visitors, staff and students on the site in a friendly, amicable manner.

To work hours on a weekly rota, ensuring the site is manned, covering mornings and evenings.

Be a key holder and respond to out of hours call outs.

To adhere to the school dress code.

**Accountabilities:**

**1. Facilities.**

- a. Be responsible for the overall security of the building by being a main key holder.
- b. Dependent on hours worked: unarm the alarm system and unlock outer/inner doors as required or secure the building ensuring all doors and windows are closed, locked and the alarm is set.
- c. Maintain a register of keys, and control the access of those keys, issued on the instruction of the Facilities and Community Manager. To report the loss of keys to the Facilities and Community Manager for authorisation and be responsible for purchasing replacement keys.
- d. Monitor and arrange access and the signing in and out to the site for Contractors and other authorised personnel and direct workmen and/or Contractors to the site of repair or maintenance work. Verify Contractors have completed tasks for which they are hired, adhering to Health and Safety guidelines, keeping the Facilities and Community Manager and senior staff informed as necessary, either verbally or through the log book.
- e. Be responsible for the ordering and monitoring of all stock, with final authorisations of orders by the Facilities and Community Manager.
- f. On a weekly basis monitor and repair furniture and equipment, maintaining appropriate proformas, reporting any major issues to the Facilities and Community Manager.
- g. Ensure lighting and heating equipment are working efficiently at all times, promoting energy conservation in the school, replace electric light bulbs as appropriate and maintain the Light Log, Plant Log and Asset Register.

- h. Ensure provision of sundries in toilets and other relevant areas at all times.
- i. On a weekly basis monitor and repair furniture and equipment, maintaining appropriate proformas, reporting any major issues to the Facilities and Community Manager.
- j. Ensure lighting and heating equipment are working efficiently at all times, promoting energy conservation in the school, replace electrical light bulbs as appropriate and maintain the Light Log, Plant Log and Asset Register.
- k. To undertake a rolling programme of general repair and maintenance, eg painting as per schedule or as allocated by the Facilities and Community Manager.

## **2. Grounds Maintenance**

- a. To ensure drains and gullies are clear at all times. To carry out cleaning (including window cleaning and white facias) and maintenance as per schedule, or as allocated by the Facilities and Community Manager.
- b. Sweep the hard standing areas weekly and report any defects.
- c. Ensure that a litter pick (including the front and sides of the school), sweeping and emptying of bins, including hard standings are completed on a daily basis as per schedule. Complete litter monitoring process.
- d. Be responsible for the cleanliness of the school grounds, including hard areas which are to remain tidy and clean and free of litter and chewing gum at all times.
- e. Monitor the grounds maintenance Contractors in liaison with Contractors on site and the Facilities and Community Manager.
- f. Check walls and remove graffiti daily, keeping the exterior walls clean.
- g. Keep the outside lobbies and under stairs clean using the jet wash or steam cleaner.
- h. Clean and monitor all external lights and CCTV cameras reporting defects to the Facilities and Community Manager.

## **3. Community Use**

- a. To cover community use including evenings and weekends for the school as required.
- b. To adjust working hours to provide maximum flexibility for the smooth running of the school and the community programme.
- c. To promote a positive image and liaise closely with hirers, monitor site usage and inform the Facilities and Community Manager of any issues, eg vandalism, non-adherence to the School Community Lettings Rules and Regulations.
- d. Be fully aware of the School's Community Charges Policy and the rules and regulations for community use.

## **4. Additional Duties**

- a. Fully comply with the Health and Safety at Work Act 1974 etc, the School Health and Safety Policy and all locally agreed safe methods of work.
- b. Participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.
- c. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
- d. To undertake duties including breaktime supervision and responsibility for the school during holidays, at the direction of the Headteacher.
- e. To be willing to work across any site within the Trust to provide cover or support key events, at the request of the Trust CFOO.
- f. To take responsibility for your own wellbeing.
- g. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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