

Job Title: Facilities Assistant

Location: Heath Farm School, Ashford, Kent TN27 0AX

Hours: 35 per week Monday to Friday

Monday 8.30am-4.00pm (includes 30 minutes unpaid lunch)

Tuesday 7.30am-4.00pm (includes 1-hour unpaid lunch)

Wednesday 8.30am-3.30pm (includes 30 minutes unpaid lunch)

Thursday 7.30-4.00pm (includes 1-hour unpaid lunch)

Friday 8.30-3.30pm (includes 30 minutes unpaid lunch)

(times may vary dependant on cover)

Contract: Permanent | 52 weeks

About the role

As Facilities Assistant you will play a key role in ensuring Heath Farm School provides a safe, secure and welcoming environment for pupils, staff and visitors.

Supporting The Facilities Management team and working closely with the School Business Manager.

You will be a part of a team that keep the standards high across the site and coordinate with contractors.

Key responsibilities

- Coordinate planned and reactive maintenance works, carrying out general repairs where appropriate and ensuring effective upkeep of the school's buildings, grounds, fleet vehicles and equipment.
- Support the day-to-day management of the school site, ensuring buildings, grounds and facilities are safe, secure, well-maintained and fit for purpose.
- Help oversee statutory compliance and health and safety requirements, including fire safety, water hygiene, emergency lighting, PAT testing, fixed wire inspections and other mandatory checks
- Monitor contractor performance, ensuring works are completed safely, efficiently and to the required standard.
- Maintain accurate compliance records, documentation and operational systems.

- Support site security arrangements, including opening and closing procedures and responding to emergency call-outs when required.
- Work closely with the School Business Manager and senior leaders to carry out regular site inspections, support health and safety initiatives, and contribute to the ongoing improvement of the school's facilities and estate.

Role requirements

- Previous experience within facilities, estates or site management.
- Good understanding of health and safety and statutory compliance requirements.
- Strong communication and problem-solving skills.
- Confidence using IT systems to maintain records, reports and compliance documentation.
- Excellent organisational skills with the ability to prioritise workloads and respond effectively in emergency situations.
- A proactive, hands-on approach and commitment to maintaining high standards.
- Full UK driving licence.
- DBS checked

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.