



Acorn Education And Care



Part of Outcomes First Group

Job Description: Facilities Assistant with Vehicle/Compliance Responsibilities

Reports to: Headteacher, Heads of School, Senior Leadership Team and Site Manager.
The post holder will be expected to liaise with staff across the organisation to ensure a consistency of approach regarding standards, support, transition and quality of provision.

Review and Amendment:

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Purpose of the job:

The Site Assistant will perform a variety of regular and one-off tasks and duties as well as maintaining a high standard of security, cleanliness, safety and general maintenance of school buildings, grounds and facilities. The Site Assistant will provide practical support in arrangements for meetings/events. They will also assist in maintaining the security of the school, as directed by the Site Manager. This position will be based across 3 sites.

Main Duties and General Responsibilities:

Site Maintenance -

- Ensure the school site is secure and well maintained
- Assist in the management of the selection, evaluation and monitoring of external contractors
- Assist in the organisation and carry out various maintenance and minor decoration along with general repairs to ensure the upkeep, safety and maintenance of the premises
- Assist in the organisation and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the Site Manager
- Assist in the efficient management of waste disposal
- Ensure that water, lighting and heating/cooling systems are maintained and operated
- Ensure that all appropriate health and safety checks are completed and documentation maintained e.g. fire alarms, legionella testing etc and maintain the computerised record of all regular checks undertaken

- Assist in the maintenance all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary
- Assist the Site Manager in the preparation of maintenance and capital expenditure project / work plans
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems. gas and power supplies. Maintain a detailed plan showing the location of these
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees
- Carry out emergency cleaning as required
- Ensure internal security procedures are adhered to; reporting any issues to the Head Teacher
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured
- Report and act upon any issues with the appropriate staff
- To assist the Site Manager in reviewing quotations for reactive and new works
- To monitor sub-contractors' conduct on site and report any concerns to the Site Manager
- To maintain records and complete paperwork as required
- To be responsible for your own continuing self-development, undertaking training as appropriate

Fire and security –

- Assist in the management fire safety equipment (extinguishers, alarms and emergency lighting), provision and scheduling fire drills and maintain the computerised record of all regular checks undertaken
- To assist in the evacuation procedure for the whole school
- Be a key holder for ensuring school buildings are locked and secure.

Grounds –

- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds
- Regularly inspect all drains and gullies for blockages remedying as necessary
- Have a general overview for the aesthetic appearance of the school site and ensure necessary grounds maintenance tasks are carried out, such as cutting the grass/weeding/cleaning windows



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Vehicle Responsibilities –

- To oversee daily and monthly vehicles checks and plan for maintenance with an approved repairer
- To oversee the cleanliness and maintenance of the school vehicles
- To Ensure all vehicle compliance checks are complete and in place. E.g TAX, MOT, Insurance
- To liaise with vehicle hire company and ensure all communication around vehicle hire is in place.
- To support timetable and offsite team in organisation of vehicle timetable rota.

Person Specification Knowledge:

- Some knowledge of Health & Safety Regulations as they relate to the operation of maintenance and grounds equipment

Experience:

- Experience of undertaking a range of grounds and maintenance work

Personal Attributes:

- Willingness to maintain any area of the school as requested by the Headteacher, Senior Leadership Team and Site Manager
- Willingness to take personal responsibility for standard of work carried out
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain confidentiality on all school matters
- Will need to be able to manage some heavy lifting

Skills:

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Has an understanding of Health and Safety law and Premises Management

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check.



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Person Specification

Job Title: School Site Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Experience of general maintenance duties		Application form/Interview.
<u>Education & Training</u>		<p>Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.</p> <p>Knowledge of Health and Safety Issues (general and Control of Substances Hazardous to Health (COSHH).</p> <p>Qualifications in Health and Safety/landscaping</p>	Application form/Interview.
<u>Skills and Attributes</u>	<p>Able to undertake a range of manual maintenance activities</p> <p>Ability to use own initiative</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Ability to take personal responsibility for standard of work carried out</p> <p>Ability to work in an organised and methodical manner</p>		Application form/Interview.



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<p>Any Additional Factors</p> <p>Oak Tree School</p>	<p>Excellent personal presentation.</p> <p>Reliable and punctual.</p> <p>Discreet, confidential & sensitive.</p> <p>Professional and friendly approach.</p> <p>Able to work on own initiative.</p> <p>Enjoys working with young people & children.</p> <p>Ability to be flexible.</p> <p>Motivated and have flexible attitude to working.</p> <p>Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		<p>Interview.</p> <p> Part of Outcomes First Group</p>
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