

### Job Description: Facilities Assistant

Reports to: Headteacher and Facilities Manager

The post holder will work closely with staff across the organisation to ensure a consistent approach to site standards, safety, maintenance and the overall quality of the school environment.

### Review and Amendment

This job description will be reviewed annually and may be amended following consultation between the Headteacher, Facilities Manager and the post holder to reflect evolving school needs.

### Purpose of the Job

The Facilities Assistant plays a key role in maintaining a safe, secure, clean and well-presented school environment. The role includes carrying out regular and ad hoc maintenance tasks, monitoring the condition of buildings and grounds, supporting with events, and ensuring the efficient operation of school facilities.

Additionally, the post holder will take responsibility for managing the school vehicle fleet, including booking MOTs and servicing, maintaining vehicle records, and ensuring staff support the ongoing roadworthiness of all school vehicles.

### Main Duties and General Responsibilities

#### Site Maintenance

- Ensure that the school site is secure, safe and well-maintained.
- Act as a keyholder, including responsibility for site access, alarms and security procedures.
- Monitor and evaluate the work of external contractors.
- Carry out general repairs, maintenance, painting and minor building improvements as required.
- Undertake minor improvement jobs such as installing shelves, noticeboards and small fixtures.
- Monitor and operate water, heating, lighting and cooling systems.
- Complete all required health and safety checks and maintain accurate documentation (e.g., fire alarms, legionella testing, compliance logs).
- Ensure all tools, plant and equipment are safely maintained and stored.
- Maintain awareness of essential services such as water isolation points, fire points, drainage networks and electrical supply.
- Conduct regular inspections of outside areas for potential hazards, including boundaries, fencing, building exteriors and trees.
- Carry out emergency cleaning as required.
- Ensure internal security procedures are followed at all times and report any concerns to the Headteacher or Facilities Manager.
- Conduct routine building walk-arounds to monitor maintenance standards, heating/lighting usage and site security.
- Report faults, hazards or maintenance issues promptly and take action where appropriate.
- Monitor the conduct of subcontractors while on site and report concerns.
- Maintain accurate records, logs and paperwork for site management.
- Undertake training and continuous professional development relevant to the role.

### Fire and Security

- Manage fire safety equipment (e.g., extinguishers, alarms, emergency lighting).
- Support with the scheduling and delivery of fire drills.
- Maintain digital and written records of all fire safety checks and compliance tasks.

### Grounds Maintenance

- Keep all external areas clean, tidy and safe, including litter, debris and refuse areas.
- Inspect and clear drains and gullies, addressing blockages when required.
- Maintain the appearance of the school site by supporting tasks such as grass cutting, weeding and window cleaning.

### Fleet and Vehicle Management

- Oversee the maintenance and compliance of the school vehicle fleet.
- Book MOTs, servicing, repairs and safety checks for all school vehicles.
- Maintain accurate records relating to vehicle maintenance, mileage checks, and compliance requirements.
- Work with staff to ensure all vehicles remain roadworthy, including basic checks on tyres, fluids, lights and cleanliness.
- Ensure that staff using school vehicles follow procedures for reporting defects or concerns.
- Liaise with garages, suppliers and staff to ensure efficient scheduling and minimal disruption to school operations.

### Person Specification

#### Knowledge

- Awareness of Health & Safety regulations relating to site maintenance, equipment and grounds work.

#### Experience

- Experience in general maintenance, repairs, or grounds work (desirable).
- Experience in a similar facilities or premises role (desirable).

#### Personal Attributes

- Willingness to carry out tasks across all areas of the school as required.
- Takes personal responsibility for maintaining high standards of work.
- Committed to ongoing training and development.
- Maintains confidentiality in all school matters.
- Capable of undertaking some heavy lifting and manual handling.

#### Skills

- Able to work effectively and supportively as part of a team.
- Organised, methodical and thorough in completing tasks.
- Able to work using initiative and respond effectively to unexpected issues.
- Commitment to Equality, Diversity and Inclusion principles.
- Understanding of Health & Safety and premises management responsibilities.

### Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced criminal records disclosure (DBS) check.