



## **Job Description**

### **Facilities Assistant**

**TSAT Grade C:**

**Responsible to: Facilities Officer**

**Line Management: N/A**

**Main purpose of the post:** This post has a number of key purposes:

1. To assist The Thinking Schools Academy Trust with the utilisation of premises and associated facilities for both educational and allied usage, ensuring premises are presented at all times in a secure, safe and well-maintained state.
2. Key holder

### **The Facilities Assistant will:**

- Ensure gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
- Ensure footpaths, car parks, shrubberies and paved areas are kept in clean and tidy condition.
- Take delivery of, if appropriate store, laundry, stationery, materials and other goods. Carry out portage duties.
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures. Carry out frost protection procedures.
- Clean boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Facilities Officer /Manager. Clean toilets during session times, as necessary. Periodically de-scale toilet furnishings and showerheads, surfaces and channels. Perform other emergency cleaning as required due to accidents, illness, vandalism, building

and equipment failure.

- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
- Resolve enquiries from members of staff, contractors and members of the public
- .
- To maintain efficient stock levels and place orders for cleaning equipment under the guidance of the Facilities Officer / Facilities Manager
- Carry out checks on fire alarms, extinguishers, burglar alarms and emergency exits on a routine basis.
- Where applicable, maintain the minibus and drive by arrangement with Head teacher/ RFM. A MIDAS minibus course provided by TSAT must be passed and be in date before driving the minibus.
- If required, work a split shift to cover for a partner site team member in their absence
- Be prepared to adjust duty hours to enable the opening and securing of the premises on an ad-hoc basis, as and when necessary.
- Oversee that Personal Protective Equipment (PPE) is available and being managed for all staff and contractors.
- Be willing to attend various Health & Safety training courses, or attain certificates via eLearning, as directed by the RFM and regulated by the HSW Act 1974.
- Support the facilities team with management of the cleaning operatives and supervising work schedules.

**Key holder:**

- Carry out security procedures for grounds, premises and their contents. The routine and non-routine opening and closing of premises.
- Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergencies.

- Carry out required duties in connection with approved lettings of premises and after school activities.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will predominantly be based at All Saints Children’s Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### 1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### 1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

#### 1.6 Data Protection

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Facilities Manager. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

## Person Specification

### Facilities Assistant

Requirement	Essential and Desirable
<b>General Requirements</b>	
Good general education	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
<b>Post Specific Requirements</b>	
Practical skill in maintenance and cleaning	Essential
Full clean driving license with access to own transport	Essential *
Previous experience as a member of a facilities team or similar	Desirable

\* Exceptions at the discretion of Thinking Facilities senior management

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.