

Job Description

Post Title:	Facilities Assistant
Grade:	SCP 2-4)
Accountable To:	Site Manager
Location:	Bruntcliffe Academy

Role:

Under the direction / instruction of the Site Manager and / or appropriate senior staff, to assist in the provision of maintenance and security services on the academy premises thereby ensuring a safe working environment. To cover absence for the Site Manager as required. Work may include split shifts.

Duties:

Security

- Lock / unlock academy buildings and areas (as required)
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings (as required).

Cleaning and Maintenance

- Assist with minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Collect and assemble waste for collection
- Undertake cleaning duties including litter-picking
- Undertake emergency cleaning duties
- Provide emergency access to the college site
- Undertake activities to maintain a safe and clean external environment.

Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap and towels (as required)
- Report faulty equipment and other maintenance requirements to the appropriate person
- Maintain the security of academy premises by securing entrances / exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- To work alongside other colleagues to determine the smooth running of Open / Parents' Evenings and other events ran at the academy.

Organisation

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos / work / aims of the college
- Appreciate and support the role of other professionals
- Attend relevant meetings and training as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the college with courtesy and consideration
- Present a positive personal image, contributing to a welcoming college environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

Other Duties:

- Form positive professional relationships, and work in partnership with colleagues throughout the Trust.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours, on occasions, in order to meet the variable nature of workloads and deadlines and to support academy events.
- Contribute to the overall ethos/work/aims of the academy.
- The academy operates a No Smoking Policy.

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards of professional behaviour.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Take responsibility for safeguarding and promoting the welfare of children and young people.

Bruntcliffe Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.