

Job Description		
Role title	Typically reports to	
Facilities Assistant	Site Manager or designated member of staff	
JE code	Grade	Date of profile
CT2	5	15/9/26
Purpose of the role (job statement)		
To work under the instruction/guidance of the Site Manager or designated member of staff. The Facilities Assistant will be responsible for security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities). Lighting, heating, and cleaning premises including grounds maintenance and operation of plant; portage and handy person duties and such other duties which may arise from the use of the premises.		
Main duties: -		
• Maintain good relationships with children, parents, governors, and visitors to the school, • Be the main key holder for the school and the first contact for emergencies out of hours, • Assist the office administrator with checking of dinner money prior to secure collection, • Advise the office administrator of any cleaning, maintenance, and toilet shortages for ordering supplies, • Move furniture and equipment, as required, within the regulations for safe handling, • Assist in setting up the hall for assemblies and special functions, • Ensure items are distributed to classrooms, as required, • Accommodate any reasonable requests for lettings and community use out of hours, • Attend relevant courses and training in connection with all aspects of the post, • Carry out any other duties in relation to site management on an ad hoc basis, • Be responsible for the daily inspection of school premises and ensure that no hazards prohibit the safe use of the building or grounds, • Report any damage to the Headteacher and the appropriate authority and organize any necessary emergency repairs, • Check that any remedial work has been carried out appropriately, • Ensure that the building is suitable secure when not in use - this will include checking that windows are closed, all exits are locked and gates padlocked, • Check that fire equipment, alarm and security systems are inspected and recorded accordingly – this will include the maintenance of the fire drill register, • Be responsible, with the Headteacher, for the security of the premises and inform school security/police of any concerns relating to damage or activity on the site out of hours, • Clearing pathways in snowy or icy conditions, • Be responsible for appropriately cleaning any accidental spillages in school or grounds when on duty, • Ensure that litter bins are placed in designated positions and emptied daily, • Inspect the main cloakroom areas: ensuring that they are safe following the start of the school day and playtimes, especially on wet mornings, when on duty, • Ensure that all areas of the school are free of graffiti, from debris, including litter and leaves, and ensure that safe and adequate pathways are cleared in snowy or icy conditions, • Supplement the cleaning of premises within the cleaning contract, as agreed with the Headteacher, • Liaise with cleaning staff, • Sure, carry out any minor repairs to school equipment or building, as requested by the Headteacher: this may include a range of joinery, plastering, plumbing, electrical and painting tasks, such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc, • Ensure that the building and grounds are adequately lit – this will include changing light bulbs, ordering new supplies and notifying the Headteacher and lea of any damage or required maintenance work,		

- Ensure the building is adequately heated – this will include monitoring and maintaining the boiler house equipment and bleeding radiators,
- Read appropriate meters, as required: notify the LA of readings and monitor the economical use of utilities,
- Inspect the roof area regularly to see that it is safe: extractor fans are working properly, and gullies are free of leaves to ensure the building is as watertight as possible,
- Ensure that relevant health and safety knowledge is kept up to date,

Responsibilities: -

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, and security,
- Confidentiality and data protection, reporting all concerns to an appropriate person,
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school,
- Appreciate and support the role of other professionals,
- Attend and participate in relevant meetings, as required,
- Participate in training and other learning activities and performance development, as required

Person Specification – Caretaker CT2			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I		
Skills Knowledge Aptitudes	- Flexible regarding working hours and variety of tasks - Thorough approach to work and attention to detail, - Good time management and prioritizing skills, - Ability to work both as a team member and unsupervised, using own initiative where necessary, - Good grasp of key health and safety issues, - Effective communication skills in order to liaise with staff, pupils, contractors, visitors etc,	E E E E E E	A A A A I A I A I
Qualifications and Training	- Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role, - N.V.Q. Level 2 Cleaning Building Interiors, - Promote a safe working environment, - Comply with Health and Safety Legislation,	E D E E	A I A I A I A I
Experience	- No formal experience necessary – training will be provided, - Supervisory Skills, - Experience of site management activities including dealing with health and safety issues and maintenance tasks,	D D D	A I A I A I
Disposition	- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Board, - To uphold the school's policy in respect of child protection matters, - This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder, - All staff members participate in the school's performance management /appraisal scheme,	E E E E	A I A I A I A I
Conditions of Service			
National Joint Council			

Our school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.