



ST. MARY'S
MENSTON

JOB DESCRIPTION

POST HOLDER	Facilities Assistant
ACCOUNTABLE TO	Assistant Site Officer / Site and Operations Manager / SLT
DETAILS OF POST	<ul style="list-style-type: none"> • 35 hours per week, term time only • Shift pattern every two weeks: Week 1: 10:30-18:00 Monday to Friday Week 2: 14:30-22:00 Monday to Thursday 12:30-20:00 Friday (subject to change) • NJC Grade B3 Scale points 7 – 11 • Full time salary £25,584 - £27,269 • Actual salary £20,307 - £21,644 per annum <p>Flexibility to cover alternative shifts and operational needs when required</p>
JOB PURPOSE	Supporting the Site Supervisor in for maintaining a high level of security and safety. To deal with queries and provide a customer service to external lettings. General maintenance and repairs to the school site and its grounds. Ensuring efficiency, effectiveness and best value. To undertake the cleaning of designated areas within the school premises to ensure that they are kept in a clean and hygienic condition.
MAIN DUTIES/KEY TASKS	<p>Site Maintenance</p> <ul style="list-style-type: none"> • As a key holder, open and secure the school site at designated times in accordance with agreed policy and procedure • Responsibility to be vigilant around the site and report any defects and safety issues to the Site & Operations Manager • General maintenance and repairs as directed by the Site & Operations Manager / Site Supervisor • Cleaning duties as required • Porter duties – ensuring deliveries to school are dealt with efficiently and promptly • Litter picking internally and externally around the entire site • Emptying of litterbins • Responsible for general site cleanliness • Painting and decorating internal and external fabric as required • Support Site Supervisor with compliance checks such as water testing, emergency lighting, asbestos monitoring • To be flexible during the winter months to support the snow plan and procedures ensuring snow is cleared and pathways are gritted and safe for pupils



ST. MARY'S
MENSTON

- Setting out rooms for exams / assemblies / events
- Car park duties as required
- Assisting with the safe evacuation of the school

Cleaning

- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards including cleaning, washing, sweeping, vacuuming and toilets.
- Cleaning and emptying of litterbins.
- Daily paper hand towel replacements.
- Polishing and dusting areas and fixtures and fittings using, where appropriate, powered equipment, e.g. floor buffer.
- Reporting of damage to designated area on appropriate form.
- Security of built environment (e.g. windows and doors).
- Complying with Health and Safety requirements.
- Work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining high standards.

Lettings

- To act as a key holder, opening and securing the school site in accordance with agreed procedures.
- To take appropriate action should users contravene agreed codes of conduct.
- To ensure that all letting areas are prepared and ready for use.
- To welcome community groups into the school, deal with queries and co-ordinate problems.
- Ensuring the security of the school premises and safety of all persons using the facility as first priority.
- Willingness to respond to 'spot' cleaning, such as litter removal or mopping spillages.
- To provide a customer service role for evenings at the school.
- To be responsible for the Health and Safety of the facilities during the lettings period, under the direction of the Site & Operations Manager, reporting any H&S or maintenance issues.
- Overseeing use of the of the school's facilities to help ensure safe practices and acceptable standards of behaviour are observed.
- Regular patrolling of all facilities being used.
- Act as the fire warden in accordance with school policy and procedures.



ST. MARY'S
MENSTON

	<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Contribute to the Catholic ethos of the school. • Comply with the school's approved policies and procedures. • Participate in and support the school's performance management process and attend any relevant training. • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i> <p>Please note: the post includes a substantial amount of lifting, bending and stretching.</p>
--	--

VARIATION IN ROLE

Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Signed:	Date:
Name:	