



# CASUAL FACILITIES ASSISTANT

## JOIN OUR TEAM

**Post Title:** Facilities Assistant

**Contract Type:** Casual

**Reporting to:** Deputy Estates Manager

**Salary:** £14.10 per hour (including holiday pay)



# ROLE PROFILE

This is an opportunity to join our maintenance and facilities team on a casual basis, with shifts becoming available evenings and some weekends to fit around your existing commitments.

We are looking to create a bank of staff to contribute to the operational running of the MAT premises for facility bookings, by providing a high standard of customer service provision. As part of our commitment to the local community we hire out our facilities to local groups, and your role will be to assist the users of the MAT facilities to gain full benefit and enjoyment from their visit, ensuring participants' safety is maintained.

Hours will be available on an ad-hoc basis, based on availability of our full time Estates team and booking requirements. It may also be necessary to assist on another site should the needs of the MAT dictate.

## USEFUL LINKS



[The Perins MAT](#)



[Perins School](#)



[Our Ofsted report](#)



[Meet our Head of School  
Mr Nevola](#)



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*Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.*

**Team Leader**

## FACILITIES ASSISTANT ROLES AND RESPONSIBILITIES

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- Facilitate the safe running of the site, providing access to buildings and upholding security.
- Setup and take down equipment as required to facilitate community focused bookings.
- Act as a first aider and fire warden if required to those within the MAT facilities.
- Undertake tasks as directed by the Estates Team to maintain the facilities.
- Assist with facility booking and Estates queries during opening hours offering excellent customer service.
- Observe and follow the Normal Operating Procedures as laid out by the MAT ensuring regulations are followed.
- Check buildings at the end of each shift to ensure they are clear and then lock up.
- Provide first aid and record incidents for central reporting.
- Respond to alarms and incidents as they arise, following set procedures to resolve or escalate through to completion.
- Maintain cleanliness in customer facing areas throughout the shift, working to assist the cleaning team where required.
- Move sporting equipment where required to facilitate bookings in both internal and external facilities.
- Meeting objectives set by the estates team manager.





*Aspire* **TODAY** *Inspire* **TOMORROW**

## Qualifications & Person Specification

- Working knowledge of Health & Safety, particularly relating to young people.
- A First Aid qualification would be advantageous.

## Experience

- Customer service experience.
- Experience working as part of a highly motivated team.
- Comfortable working outdoors.

## Essential Skills

- Excellent communication skills
- Ability to learn new systems quickly
- Confident to work on own initiative
- Ability to prioritise and manage tasks to meet deadlines
- Able to work effectively as part of a team

# BENEFITS



**Remuneration:** Support staff salaries are based on Hampshire County Council grades.



**Holiday:** For casual contracts holiday pay is accrued for each hour worked and paid alongside your hourly rate.



**Pension:** Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



**Discounts:** We offer a wide range of voluntary discounts via our partners [KAARP](#).



**Childcare:** Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



**Training :** We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Casual Facilities Assistant position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

# GUIDANCE FOR APPLICATION FORM COMPLETION

## **Employment History**

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

## **Formal Education**

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

## **Safeguarding Children and Adults**

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

## **Additional Tips:**

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.





I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

***Mark Nevola - Head of School***

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