

## **Great Academy Ashton**

### **JOB DESCRIPTION**

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| <b>Post:</b>         | <b>Facilities Assistant</b>  |
| <b>Reporting to:</b> | Facilities Manager   |
| <b>Salary Scale:</b> | Band 2 £18,583 - £18,887   |
| <b>Academy Type:</b> | The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16 |

### **JOB PURPOSE**

Working alongside other members of the Facilities team, to assist with opening / closing the building, maintaining security of the site, movement of resources / equipment and receipt of deliveries, liaising with suppliers / service providers and ensuring the site is clean and safe for students, staff and visitors at all times.

### **KEY RESPONSIBILITIES**

- Arrange for both routine and non-routine opening and closing of the school's buildings and grounds and attend the site outside normal working hours in emergencies, liaising with the emergency services as required.
- Apply all security procedures for the school's buildings and grounds identifying any security risks and reporting them appropriately.
- Test security systems at specified intervals and maintain a log of outcomes.
- To contribute to the effective use of heating and lighting systems to ensure optimum sustainability within an eco-friendly environment.
- Direct contractors to repair or maintenance jobs, and inspect their work ensuring compliance with specified standards and health and safety requirements.
- To undertake safety audits of the premises and assist with relevant risk assessment as required.
- Promote and encourage safe working practices for pupils, staff and visitors in accordance with appropriate risk management and health and safety legislation.
- Take delivery of school resources and store them appropriately.
- Undertake cleaning duties as required.
- Ensure that equipment is in safe working condition, reporting any faulty equipment and other maintenance requirements to the appropriate person.
- Prepare classrooms and meeting rooms, including resources, both in and out of school hours for use by pupils, staff and the community.
- Oversee and undertake the organisation and movement of furniture and resources within the building.
- To be an identified key holder for the school's buildings and grounds.
- Be responsible for maintaining records, information and data as required.
- Monitor and manage stock, undertaking audits as required.

Facilities Assistants will work Monday to Friday with a shift system of either 7am to 3pm, 9am to 5pm or 11am to 7pm. This may be changed with notice dependant on the needs of the academy at that time.

### **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community and with Samuel Laycock School

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.