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**Role Profile: Facilities Assistant**

**Purpose**

The post holder is required to oversee the daily operations of external hire and general operational requirements at Downsend School (multi-site) including transport. This will include evenings and weekends on a shift basis, ensuring the school buildings and grounds are kept clean, safe and secure, in accordance with the operational needs of the school and any regulatory requirements.

This includes security, first aid and fire safety duties, cleaning and the management of service facilities and liaising with external hirers.

**Key Accountabilities**

* To ensure the smooth operation of the facilities when in use by external hirers
* Coordinate bookings via the school hire system and any related administration
* To liaise with external hirers and internal departments to ensure they are provided with the required services as agreed within the external bookings agreements.
* To ensure traffic flows freely around the site following the procedures and safety measures set out by the school.
* To follow procedures set out for the safety and security of the school premises including retrieving CCTV footage as requested.
* To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines. This includes the swimming pool area.
* To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the Facilities Manager.
* To be conscious of and comply with H&S legislation whilst discharging of duties and responsibilities. To report any concerns to the Facilities Manager.
* To be aware of your responsibilities regarding any critical incident and follow instructions given by the Senior Leadership Team at such a time.
* To provide support across the Surrey Cluster when required.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Skills** | * A practical hands on approach * Must possess good communication skills. * Ability to work as part of a team and on your own initiative. * Ability to work with enthusiasm and motivation without direct supervision or when part of a team. |  |
| **Qualifications** | * First Aid at Work * Fire Marshall |  |
| **Experience** |  | * Working in an educational or leisure environment * General knowledge of managing hard and soft school related services * Full driving licence |
| **Other** | * To learn new skills, techniques and practices for various trades, health and safety and grounds maintenance * Effective time management * Ability to work under pressure. * Proactive approach | * Professionalism in your approach to work and tasks set |

**Key Stakeholders:**

**Internal – School Staff and Pupils**

**External – External Hirers and contractors**

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: …………………………………………….**