

## Job Description

### Post: Facilities Assistant

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission and values and drivers every day.
- Ensure all requests are logged and managed to completion on the service management tool in line with agreed SLAs.
- Act with autonomy to pro-actively self-report maintenance, repair and cleaning issues.
- Feedback suggestions for service improvement, including usability and process improvement.
- Assist with the day-to-day operations and upkeep of academy buildings, infrastructure, grounds, and facilities.
- Undertake general maintenance including basic repairs including painting, carpentry and other ad hoc duties to a high standard.
- Support the completion of planned and reactive maintenance schedules, ensuring work is completed to a high standard.
- Identify and report any maintenance issues or hazards and escalate concerns promptly to the facilities manager.
- Work with the facilities manager to ensure safe and effective management of all contractors (including those not linked to estates).
- Assist in maintaining the security of all premises, including opening and closing sites, managing alarms, and ensuring access control procedures are followed.
- Support health and safety inspections, ensuring compliance with trust policies and statutory requirements (e.g., fire safety, COSHH, legionella).
- Ensure all emergency systems, such as fire alarms, extinguishers, and emergency lighting, are in working order.
- Support the facilities manager in risk assessments, ensuring that safety protocols are followed across all sites.
- Set up and clear down rooms for events, meetings, and examinations, including moving furniture and equipment.
- Ensure that deliveries and staff resources are received, logged, and distributed efficiently across the sites.
- Provide practical assistance during larger-scale capital projects and work alongside contractors where necessary.
- Monitor and maintain cleanliness across the school sites, liaising with cleaning teams where needed.
- Undertake cleaning tasks as needed to ensure hygiene standards are maintained.
- Assist with waste management, including recycling initiatives and the safe disposal of hazardous materials.
- Demonstrate flexibility as part of a larger team to support multiple academies to ensure effective service delivery.
- Participate in a call out rota if out of hours security or estates management require support as part of the work schedule.
- Provide support for out of hour events as part of the work schedule.
- Engage fully in our trusts professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our trust calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the facilities manager.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***