



<b>Post</b>	Facilities Assistant
<b>Grade</b>	Scale 2
<b>Responsible to</b>	Facilities Manager
<b>Responsible for</b>	Provision of the highest quality of care to the building and grounds surrounding Plumstead Manor School in order to secure a clean, comfortable, accessible and safe environment for all users of the school buildings.
<b>Working hours</b>	35 hours per week
<b>Working Weeks</b>	52 weeks

Everyone at Plumstead Manor works to fulfil our **School Plan**. All support staff contracts are subject to the terms and conditions as set out in the latest **NJC Pay and Conditions (Green Book)**

**Purpose:**

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. To actively contribute to the provision of a clean, comfortable, accessible and safe school site.
3. To provide caretaking, building management and maintenance work across the school site.
4. Facilitate the effective operation of the school building as a public site accessible to a wide range of users.

Members of our support and premises staff are expected to:

- Uphold the school vision and plan.
- Demonstrate their commitment to equality and justice, success and harmony.
- Actively support and support the highest standards and expectations for students across the school.
- Work collaboratively with other colleagues to ensure and realise the school vision and to meet the needs of individual students.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

**Raising Aspirations, Securing Success**

1. Maintain the school grounds including grass cutting, weeding, planting trees, shrubs and seasonal bedding, pruning, small tree works and other gardening tasks associated with grounds maintenance.
2. Assist cleaning operatives where necessary, including carrying out spot checks and emergency cleaning (e.g. following spillages, clearing up spillages, bodily fluids among others)
3. Replenishing consumables as required and complete requisitions as necessary.
4. Maintain the school in a clean, tidy and safe condition, including picking up litter, unblocking drains, salting paths and play areas during inclement weather, clearing snow, removing excess water, and clearing leaf litter.
5. Uphold School Policies and Procedures particularly those in relation to Safeguarding, Health and Safety, Behaviour, Staff Conduct and Operation of the School Site.

## Challenge and Creativity

6. Carry out minor repairs and routine maintenance to the buildings and grounds.
7. Undertake the weeding of paths and hard surfaces including the application of approved herbicides.
8. Report all major faults to the Premises Manager, and monitor that repairs are carried out satisfactorily and to report on the performance of contractors as required.
9. Supervise contractors carrying out repairs when required.
10. Carry out Portable Appliance Testing of electrical equipment and some minor electrical repairs.
11. Operate boilers, check temperature gauges, read meters and complete the necessary returns. To report major faults as necessary.

## Cultivating Harmony and Respect

12. Support the safe and smooth operation of the school, uphold its daily routines and support the maintenance of its ethos based on success, harmony, excellence and justice.
13. Actively contribute to the safe and secure operation of the school buildings and site.
14. Ensure continuity of supervision and security across the site, including evenings and weekends as well as during the school holidays.
15. Act as key holder for the building and to ensure the building is safe and secure at the end of the occupation.
16. Operate and monitor fire, intruder and CCTV systems, setting and checking alarm systems as appropriate.
17. Receive deliveries and ensure items are passed to the respective department as quickly as possible using correct manual handling and lifting techniques in line with Health and Safety guidelines.
18. Operating various items of machinery following appropriate training.
19. Collect or deliver urgent items to offsite locations.
20. Receive visitors and facilitate their safe passage around the site as appropriate.
21. Ensuring that all contractors and visitors to the school site are supervised, and that the school safeguarding procedures are followed.
22. Build positive relationships with all members of the school community based on high expectations.
23. Ensure the guidance of the Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.
24. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher, Business Manager or Premises Manager.

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**Person Specification**

<b>Post</b>	Premises Assistant
<b>Grade</b>	Scale 2
<b>Responsible to</b>	Facilities Manager
<b>Responsible for</b>	Provision of the highest quality of care to the building and premises around Plumstead Manor School in order to secure a clean, comfortable, accessible and safe environment for all users of the school buildings.
<b>Working hours</b>	35 hours per week
<b>Working Weeks</b>	52 weeks
<b>Post</b>	Facilities Assistant

All support staff at Plumstead Manor are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

**Selection Criteria**

<b>Training Qualifications and Experience</b>	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none"> <li>• Evidence of proficient literacy and numeracy skills.</li> <li>• Level 2 English and Maths or equivalent <i>is desirable</i>.</li> <li>• A technical qualification or skilled vocational qualification to at least Level 2 <i>is desirable</i>.</li> <li>• Experience in a similar role OR building related trade.</li> <li>• Understanding of Health and Safety at work legislation.</li> <li>• A First Aid Qualification or willingness to train.</li> </ul>
<b>Personal, Professional Qualities and Attributes</b>	<p>Candidates should demonstrate that they</p> <ul style="list-style-type: none"> <li>• can support the Head Teacher in fulfilling the School Vision and Plan.</li> <li>• have the ability to communicate clearly orally and in writing.</li> <li>• have the ability to liaise effectively with students and staff.</li> <li>• have the ability to work in partnership and collaboratively with other members of a team.</li> <li>• are able to work flexibly, and are open to varying start/finish times.</li> <li>• through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony.</li> <li>• seek and act on feedback from others.</li> <li>• have resilience and tenacity, combined with a high level of integrity.</li> <li>• understand what needs to be done, do it right, and on time.</li> </ul>

**Professional Knowledge and Understanding**

Candidates should demonstrate that they have

- Ability to establish and maintain effective working relationships at all levels.
- Knowledge and understanding of the school's Safeguarding policy and practice.
- An understanding of and commitment to the School's Equal Opportunities Policy and ability and willingness to promote equality of opportunity through the duties of the post.
- Understanding of the schools policies on Behaviour, anti bullying and Child protection and the standard operating procedures for dealing with incidents.
- Ability to prioritise and balance long and short term demands; to organise own workload.
- Ability to plan and manage own day-to-day work, to ensure routines are followed and work is attended.
- Proven skills in minor maintenance work.
- Ability to work at height.
- Ability to interpret and apply direction and guidance from senior staff concerning the management of the school and the welfare and care of students.
- To prioritise and use own initiative when necessary in dealing with issues and to adopt a flexible approach to all duties undertaken.

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