

Community and Facilities Assistant

Job Description

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| Salary: | Grade 1 Point 1 £4822.16 annual salary (£9.25 per hour) |
| Hours: | 10 hours per week, year-round, plus additional hours as required |
| Notice Period: | 1 month |
| Responsible to: | Site Manager |

School Lettings Responsibilities

1. To provide a helpful and responsive service to community users of the school's facilities at evenings, weekends and during school holidays. To build a positive working relationship with staff from Birchwood Tennis Centre and Birchwood Library.
2. Set up of facilities in preparation for community users, including movement of equipment where appropriate.
3. Reinstatement of spaces in preparation for school use, including cleaning and movement of equipment where appropriate.
4. To use the school booking system to ensure all facilities are set up in preparation for community users and deny access to school facilities to community users without a valid booking.
5. To maintain a safe and secure site for community users, including communication of any site issues which are affecting the safe use of the site by community users.
6. To be the first point of contact for complaints and compliments from community users. To notify the Facilities Manager as appropriate of any such complaints and compliments.
7. To be a first aider for the site during periods of community use of the school facilities.
8. To contact senior staff regarding any serious problems or potential critical incidents during periods of community use of the school's facilities.

Other Responsibilities

9. To carry out inspections as directed to help maintain a high standard of Health and Safety of all school facilities.
10. To carry out tasks as directed to maintain the cleanliness and appearance of the school facilities. For example, litter picking, emptying bins, moving furniture and equipment, and mopping floors.
11. To monitor maintenance of buildings, facilities and equipment to required standards, recording and reporting any concerns or irregularities. For example, where night time lighting has failed in walkways around the site.
12. Be aware of and comply with school policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and GDPR data protection. Report all concerns to the appropriate person (as named in the policy concerned).
13. To carry out any other tasks as directed.

Community and Facilities Assistant

Person Specification

| TRAINING AND QUALIFICATIONS | Essential/ Desirable | Evidence: (Application/ Interview/ Reference) |
|---|-------------------------|--|
| GCSE maths and English Grade C or above | D | A |
| Training on Manual handling, critical incident, first aid at work. Applicants without this training will be expected to complete the training. | D D D | A A A |
| PROFESSIONAL SKILLS AND ATTRIBUTES | | |
| Experience of working in a school environment | D | R |
| Experience of using IT systems and software packages | E | A/I |
| Experience of Health and Safety in a school environment | D | I |
| Ability to identify facilities related problems and develop appropriate solutions | E | A/I |
| PERSONAL SKILLS AND ATTRIBUTES | | |
| Be a professional role model in school | E | I |
| Ability to create and manage and maintain effective working relationships with learners, parents, colleague, Governors, community users and other stakeholders. | E | A/I |
| Have flexibility, sensitivity and an understanding of confidentiality. | E | R/I |
| Good time management, planning and organisational skills | E | A/I |
| Fluent and effective communicator | E | R/I |
| Committed to safeguarding and promoting the welfare of children and young people | E | R/I |
| Enthusiastic, energetic and self-motivating | E | R/I |
| Able to prioritise tasks and use initiative to make decisions and resolve problems | E | R/I |
| Accessible, responsive and accountable with a willingness to be adaptable | E | R/I |
| Resilient and respond well to pressure, deadlines and interruptions | E | R/I |

Additional Details

The job description and person specification may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Candidates must be over 18 years old due to lone working conditions. The post holders team members will receive a lone worker device and full training on its use. The school operates a Lone Working Policy to protect the welfare of its staff.

Although the salary is based on term time only, additional hours will be throughout the year including school holiday periods.