

Job Description Facilities Assistant



Job title:	Facilities Assistant	Ealing GLPC Grade:	3
School:		Post No:	
Line manager:	Facilities Manager		
Supervisory responsibility:	Cleaners under the direction of the Facilities Manager		
Hours:	25 hours per week		
Working pattern	6:30 – 8:30 Monday – Friday (10 hours) 15:00 – 18:00 Monday to Friday (15 hours)		

Main purposes of the job

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- To monitor the work of the cleaners and refer any issues to the appropriate person.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Maintain the security of the school premises as key holder

Duties and responsibilities

Organisation

1. Portering duties e.g. moving furniture and equipment, dealing with deliveries of goods
2. Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.
3. Undertake the maintenance of outside areas including litter picking and weeding
4. To support the facilities manager with the planned programme of minor works at the school

Cleaning

1. To undertake the cleaning of designated areas of the school and in the designated time.
2. Cleaning duties will include the following:
 - Spot cleaning of spillages
 - Wiping, polishing, dusting of designated areas
 - Emptying and cleaning bins
 - Cleaning toilets including sanitary fittings and surrounds
 - Mopping and spray cleaning hard floor surfaces
 - Straightening furniture and general tidying up of designated areas
 - Replenishing supplies in toilets
 - Checking and closing windows, switching off lights after work.
 - Report all defects/hazards must be immediately reported to Supervisor

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3. To use cleaning materials as instructed by the Facilities Manager.
4. To inform the appropriate person of any cleaning material requirements or problems with equipment.
5. To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers/buffers.
6. To ensure that all cleaning materials are stored appropriately.
7. Carry out emergency cleaning duties, such as gritting and cleaning up spillages
8. Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises

Security

9. Maintain the security of the school premises as key holder
10. Lock and unlock the premises as required, including out of school hours when necessary
11. Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
12. Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures

Health and Safety

13. Ensure a safe working and learning environment in accordance with relevant legislation
14. Provide safe access to the school in cold weather conditions
15. Make sure all members of the site team follow health and safety procedures
16. To ensure that the cleaners are using the appropriate cleaning materials for the correct purposes and that adequate and appropriate protective equipment is used when necessary.
17. During periods when the school is closed, duties may vary throughout the school e.g. summer cleaning programme.
18. To work as part of a team and ensure all relevant tasks are completed in allotted time. To be able to communicate effectively with other cleaners giving feedback on performance as appropriate.
19. To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows.
20. To adhere to all the agreed school policies.
21. To actively participate in any appropriate training.

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Repairs and Maintenance

- 22. To support the facilities manager with the planned programme of minor works at the school
- 23. Report any damage or defect affecting the safety of the building to the facilities manager taking immediate action to make safe/secure

Signatures – line manager and job holder

Signature of Manager: Date: / /

Signature of post holder: Date: / /
