

POSITION TITLE:	Facilities Assistant
DATE:	June 2015
GRADE:	Grade 1, SCP 7 - 11
SERVICE AREA:	Llanwern High School
LINE MANAGER:	Director of Business

The postholder is a member of the school's Support Department. Day to day management/supervision is undertaken by the Administration & Support Manager under the supervision of the Director of Business.

Proposed Hours

10 hours per week:

Saturday : 10.00 am - 3.00 pm
Sunday : 10.00 am - 3.00 pm

In addition to the above, there may be some occasional additional evening work or weekend work associated with school events (parents' evenings, meetings, concerts, lettings,) which will be paid as additional hours up. There may also be a need to change shift patterns to cover holiday and Facilities Officers' absence. Any changes to the normal working patterns will be notified to the postholder in advance of the change.

Holiday Entitlement

In addition to Bank Holidays, annual leave is 25 days a year, increasing to 29 days after 5 years local government continuous service and 32 days after 10 years. All leave requested must be approved by the Administration & Support Manager and taken at agreed times to fit in with school needs.

Key Responsibilities and Duties

- 1) To clean walls, floors, windows, furniture in all areas to a high standard as laid out in cleaning schedule.
- 2) To undergo training in cleaning methods and cleaning appliances.
- 3) Sweep and pick up litter around the site.
- 4) Replenish soap, toilet paper and hand towels in toilets as necessary.
- 5) Carry out periodic cleaning of internal surfaces up to 11 feet from floor level.
- 6) Clean periodically windows and glass doors internally.

- 7) Carry out full redecoration of classrooms, offices, corridors etc as agreed with Director of Business and undertake immediate partial painting.
- 8) Requirement to drive mini bus to transport pupils to and from locations, accompanied by a teacher as and when required.
- 9) Carry out ongoing maintenance of the school grounds as agreed with the Facility Officer (grounds) and Director of Business.
- 10) Help to set up halls, equipment and rooms for events, school functions and other lettings as required.
- 11) Provide cover to reception as and when required.
- 12) Carry out minor DIY projects.
- 13) Any other duties commensurate with the grade as requested by the Headteacher, Director of Business or Administration & Support Manager.

Qualifications and Experience

NVQ Level 2 or equivalent qualification.

Supervisory Responsibilities

None

Supervision Received

Director of Business, Administration & Support Manager, Headteacher

Principal Contacts

Headteacher, SLT, Director of Business, Administration & Support Manager, Facilities Officers

Special Conditions

The postholder may be called out at unsociable hours or may be required to open and close the building in the absence of the Facilities Officers.

Job Requirement



Date **June 2015**
 Post Title **Facilities Assistant**
 Service Area **Llanwern High School**

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications/Knowledge		
1.1 NVQ Level 2 or equivalent qualification	E	Application Form (S)
1.2 Knowledge of cleaning methods, materials and equipment	D	Application Form (S) / Interview
1.3 Knowledge of cleaning public buildings	E	Application Form (S) / Interview
1.4 Basic knowledge of COSHH regulations	E	Application Form (S) / Interview
1.5 First Aid at Work Certificate (or willingness to train)	D	Application Form
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Experience		
2.1 Experience of unlocking and operating alarm systems in a complex building operation	D	Application Form (S) / Interview
2.2 Able to demonstrate experience and evidence of success in handyperson tasks e.g. general maintenance, painting, maintenance of grounds, etc.	E	Application Form / Interview
2.3 Able to demonstrate experience of cleaning public buildings	D	Application Form (S) / Interview
2.4 Able to demonstrate awareness of Health and Safety good practice in relation to handyperson tasks	E	Application Form (s) / Interview
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Aptitudes and Skills		
3.1 Possess enthusiasm and self-motivation skills	E	Application Form (S) / Interview
3.2 Ability to work on own initiative and as part of a team	E	Application Form (S) / Interview
3.3 Ability to set priorities and manage the progress of your work	E	Application Form (S) / Interview

3.4 Ability to work to targets and deadlines	E	Application Form (s) / Interview
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Personal Attributes

4.1 Flexible approach to work	E	Interview
4.2 Able to relate to others	E	Interview
4.3 Enthusiastic and good interpersonal and communication skills	E	Application Form (S) / Interview
4.4 Flexibility and sensitivity to the needs of a wide range of users of the school	E	Interview

Circumstances

5.1 Able to work early mornings or evenings – flexibility of working hours	E	Application Form (S)
5.2 Good general health and be able to carry out physical demands of job	E	Application Form (S)
5.3 Driving licence and willingness to train in order to drive the school mini bus	E	Application Form (S) / Interview
5.4 Reliability, good attendance and punctuality	E	Application Form (S) / Interview
5.5 Enhanced Disclosure & Barring Service check is required	E	Application Form (S)

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview
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