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**Facilities Assistant**

**An exciting opportunity has arisen for a Facilities Assistant to join our growing Academy**

Bolingbroke Academy, a secondary school for 11-18 year olds, welcomed its first Year 7 pupils in September 2012, with another 120 pupils joining every year until the school is fully subscribed in 2018. Bolingbroke Academy provides a first class learning environment based on outstanding teaching, great relationships and excellent facilities. Our staff are pivotal to our success and as part of the Bolingbroke and wider Ark schools team, you will have the opportunity to work with great colleagues and develop your career through our professional development programme.

This is an exciting opportunity to work in our growing Academy and to play an important part in its development. We are looking for an enthusiastic Facilities Assistant to work within our Facilities Team to ensure the building and grounds of the Academy are maintained to a high standard and provide a safe environment for pupils and staff to work in. The Facilities Assistant will support the smooth running of the Academy by ensuring that it opens and closes on time, is kept secure and that rooms are set up, clean and safe for lettings and other events.

**The ideal candidate will:**

* Be hardworking, organised and have a flexible attitude towards work;
* Have excellent communication skills;
* Have experience of caretaking, building maintenance or other relevant experience;
* Ideally have skills in plumbing, electrical work, carpentry/joinery, painting and/or glazing;
* Be an excellent team player and role model for pupils.

**The successful candidate will have the opportunity to:**

* join the network of Ark schools and gain access to an exclusive range of benefits including reduced gym membership and a comprehensive CPD provision.

Please apply at [XX](https://goo.gl/vQjLxe), and submit your application no later than **11.59am 1St October 2019**

For further information please contact the HR officer on [h.rimbault@arkbolingbrokeacademy.org](mailto:h.rimbault@arkbolingbrokeacademy.org) or 02079248206

**Deadline: 11.59am 1St October 2019**

**Location:** Wandsworth, London

**Start date:** As soon as possible

**Salary:** Ark Support Staff Pay Scale, Band 4, Points 11-18: £18,985- £21,544 per annum

**Hours:** 36 hours per week, all year round.

**Applications are reviewed on an ongoing basis, therefore early application is advised. Strong candidates may be invited to interview prior to role’s closing date.**

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Facilities Assistant**

**Post Title:** Facilities Assistant

**Department:** CODER: Facilities

**Responsible to:** Facilities Manager

**Hours:** 36 hours per week, all year round (am or pm shifts which can include weekends. Shift patterns operate on a three week period but may be adapted at short notice to accommodate Academy requirements due to training, sickness etc.)

**The Role**

To work with the Facilities Manager to ensure that the Academy is kept secure, opened/closed on time and to provide visitors to the Academy with a positive, professional first impression.

To assist the Facilities Manager in ensuring that’s the building and grounds are maintained to a high standard so that pupils and staff can work effectively and compliant with legislation and guidance.

To ensure that rooms are set up, clean and safe for lettings and other events, and that the site is secured at the end of the letting/event.

To be a key holder and Fire Marshall, undertaking training on fire alarm panel.

**Key Responsibilities**

**Buildings and Grounds Maintenance**

* Monitor all areas of the building ensuring that they are clean and ready for use, liaising with the cleaning contractor and undertaking regular checks with the cleaning supervisor.
* Undertake landscaping and gardening, keeping all paths, play areas, grassed areas, flower beds and entrances free of hazards, moss and weeds, snow and ice.
* Keep gullies, drains, drain gratings, and down pipes clear and running freely, unblocking and disinfecting as required.
* Dispose of all refuse promptly and in accordance with legislation.
* Undertake planned and ad-hoc building maintenance tasks in and around the academy, ensuring that work is carried out safely and to a high standard. This may include painting, decorating and general maintenance.
* Report any defects of buildings, fixtures, furniture, fittings and equipment to the Facilities Manager.

**Security**

* Work with the Facilities Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use as part of a shift pattern.
* Work with the Facilities Manager in ensuring the security of the buildings and grounds.
* Be a key holder for the Academy site and attend non-routine callouts as and when required. This may be at unsociable hours, at the weekends or during school holidays
* Ensure that all reasonable steps have been taken to prevent trespassing in the grounds.

**Health and Safety**

* Work with the Facilities Manager to ensure compliance with health and safety legislation and guidance.
* Work with the Facilities Manager in conducting routine inspections and keeping records.
* Supervise contractors working on the Academy site, operating a permit to work system as required.
* Make safe any hazards on site (internal and external).
* Ensure that if hazardous substances are used that these are stored and disposed of appropriately and that they are used in accordance with instruction and risk assessments.

**Lettings**

* Work with the Facilities Manager to ensure that all activities in the school premises are in compliance with the Hires Policy.
* Liaise and maintain good relationships with hirers of Academy premises
* Assess the condition of the Academy premises before and after events; recording any damage or misuse.
* Complete signing in and out reports for hires.
* Inform the local police of any security situations or concerns; in the event of an incident complete and maintain incident/accident records.
* Maintain an up-to-date Academy Lettings Register.
* Communicate with Wandsworth Council where necessary (Health & Safety, Waste Department etc.).

**Other**

* Drive the school minibus when required, refuelling between use and acting as liaison with the minibus lessor regarding maintenance and repair (dependent on post holder holding a driving licence);
* Supervise children before and after school, during breaks and lunchtimes.
* Ensure that the health and safety of children is maintained at all times.
* Set up classrooms, assembly hall, dining areas, sports hall (as required for teaching), assemblies, performances, open days and examinations.
* Assist with inventory and stock control, ordering and goods deliveries, inspecting delivery notes for accuracy and ensuring that goods are stored appropriately or distributed promptly as required.
* Act as an academy first aider and undertake relevant training.
* Carry out any other reasonable duty instructed by the Facilities Manager, Operations Manager or member of the Core Team.

**Academy Culture**

* Help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
* Demonstrate a commitment to equality of opportunity for all members of the Academy’s community.
* Meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
* Uphold the Academy’s polices with consistency and diligence.

**Person Specification: Facilities Assistant**

**Qualification Criteria**

* Right to work in the UK.
* GCSE in Maths and English or equivalent level qualification.
* Relevant trade qualification (*desirable, not essential).*
* UK Driving Licence (*desirable, not essential).*

**Experience**

* Experience of caretaking, building maintenance or other relevant experience, ideally in a school/education setting.
* Experience in a trade disclipline
* Experience of working with children aged 11+ (*desirable, not essential).*
* Experience and understanding of Health and Safety.
* Experience of electrical work (e.g. PAT testing, hard wiring, fire controls) (*desirable, not essential).*

**Personal Characteristics**

* Excellent team player.
* Role model to pupils.
* Strong commitment to providing a high quality service.
* Helpful, caring and willing to undertake extra tasks and support colleagues when necessary.
* Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies).

**Specific skills**

* Good oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels.
* Ability to work successfully as part of a team.
* Ability to monitor the work of others (e.g. contractors and cleaners).
* Ability to meet the physical demands of the role.
* Good IT skills, including the ability to confidently use MS Word, Excel and Outlook.
* Skills or qualifications in plumbing, electrical work, carpentry/joinery, painting and glazing (*desirable, not essential).*

**Other**

* Committed to equality of opportunity and the safeguarding and welfare of all pupils.
* Willing to undertake training.
* This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*