



**THE BILLERICAY SCHOOL  
A MATHS AND COMPUTING COLLEGE  
JOB DESCRIPTION  
WEEKEND FACILITIES ASSISTANT**

**REPORTING TO:** Facilities Manager

**GRADE:** LG Band 2 Point 3-6

**HOURS OF WORK:** 8.00a.m. – 4.00p.m. Saturday & Sunday

**JOB DESCRIPTION:**

The Facilities Department is responsible for maintaining the school's site, buildings and facilities. Its principal aim is to provide an economic, efficient and effective service, comprising caretaking, grounds maintenance, cleaning, security, repairs and maintenance and allied services, to the school, its students, staff and visitors.

The Facilities Team currently comprises a Facilities Manager and 3 Facilities Assistants.

The successful candidate will assist in ensuring a clean, safe, secure and pleasant school environment that is properly lit, heated and maintained in order to facilitate the full and effective use of the school by all students, staff and hirers.

**MAIN DUTIES**

**Security**

1. To operate the School's intruder alarm system and carry out routine internal security checks when unlocking a building. Lock and secure the premises, activate intruder alarm system. Report any unusual occurrences.
2. To provide access to staff and students as required, acting as a point of contact outside core hours for staff, students and other users in relation to educational and other functions, liaising as necessary to support and accommodate user's needs.
3. To carry out routine internal security patrols within all buildings. Maintain a fire watch and to act in accordance with school's fire procedures.
4. To report the details of any incidents relating to the security of buildings or the safety and well-being of individuals to the Facilities Manager, or other staff as appropriate.
5. To provide car park and external perimeter patrols at regular intervals during lettings and/or events.
6. To challenge intruders (where appropriate) and carry out identity checks if suspicions are aroused.

7. To liaise with team members and assist the Headteacher, Facilities Manager, the Police and other emergency services as required.
8. To advise and provide assistance to contractors working on the school site where necessary.
9. To inform contractors and visitors of relevant H&S and other policies and to provide any assistance required, e.g. arranging access or cordoning off areas to ensure the safety of students, staff and visitors.

### **Cleaning**

1. To be proactive in ensuring that the site is kept clean & tidy at all times.
2. To keep all areas free of litter and ensure waste bins are fit for purpose and emptied regularly.
3. To check all toilet areas for serviceability and the replenishment of consumables to ensure each facility is available for use at all times.
4. To liaise with other team members and the Facilities Manager regarding standards of cleaning throughout the school.
5. To undertake 'emergency cleaning duties' that may occur during the school day e.g. clearing up 'hazardous substances' such as spilt chemicals, broken glass, vomit, blood, etc.
6. To contribute to the school's recycling aims by ensuring correct disposal of paper and other recyclable materials.
7. To perform regular checks for graffiti and to ensure its prompt removal.
8. To report vermin and/or carry out control measures (under the guidance of the Facilities Manager)
9. To clean the school minibus, as required.

### **Site Upkeep and Maintenance**

1. To assist in keeping paths, access points and entrances free of snow and ice during winter periods and ensure safe passage.
2. To perform daily site checks as directed by the Facilities Manager and report the nature and extent of any maintenance or repair works required to same – Site Check Log to be completed.
3. To perform minor maintenance tasks as directed by the Facilities Manager, e.g. minor plumbing work (replacing or refurbishing taps and toilet seats etc), minor repairs and

re-decoration of classrooms and corridors, planned window cleaning and minor glazing repairs, fitting shelves etc.

4. To maintain awareness of the location of stop cocks, fire points and power services to ensure emergency access as necessary.
5. To adjust boiler or other settings at the direction of the Facilities Manager.
6. To attend 'emergency' situations e.g. broken windows, flood, vandalism incidents and to 'make safe' or respond as appropriate.
7. To maintain good lighting levels by washing light diffusers and replacing bulbs/tubes.
8. To avoid localised flooding by ensuring all drains and gullies are free flowing and clean.
9. Landscaping duties including; grass cutting, leaf blowing, pruning hedges and shrubs, small tree felling, planting, weed killer application, leaf/rubbish clearance and all other aspects of general garden maintenance.
10. To mark out and white line courts/pitches as and when required
11. To mark out car parking, playground and footpaths in the pupil and staff car parks as and when required.
12. To undertake the erection, dismantling and maintenance of sports equipment.
13. To maintain the long jump pit, adding sand as and when required.
14. To move furniture and equipment within the school as required.
15. To assist in setting up static displays etc.
16. To carry out inventory checks as directed by the Facilities Manager.
17. To provide a portage service, ensuring that items are delivered to the correct location undamaged, and that all equipment is accounted for and stored correctly.
18. To assist with the loading/unloading of deliveries, ensuring that items are promptly, securely and safely delivered to the correct location.
19. To receive and check incoming goods (except for contractors' goods) and supplies.
20. To assist the Facilities Manager, Sports Centre Manager and other departments with the organisation and presentation of events, lettings and performances; this to include the internal security of the building, car park security, fire evacuation and other emergency procedures.
21. To follow the Health and Safety Policy of the school and guidelines from HSE.

22. To assist the Facilities Manager, where directed, in monitoring utility systems, heating plant and controls, cooling and ventilation systems etc.
23. To maintain swimming pool plant in accordance with maintenance schedules, performing regular checks, following agreed procedures and responding to emergency needs.
24. To read energy supply meters and maintain records relating to energy and water conservation.
25. To maintain awareness of school energy conservation policy and aims.
26. To identify training and development needs and participate in training and skills development where required.
27. To undertake any other duties relating to the job purpose, as required by the Facilities Manager and Headteacher.

### **Lettings**

1. To supervise lettings and assist at school events, within regular shifts, responding to user needs as necessary. Supervision of lettings outside of regular shifts may be required at certain times.
2. The supervision of lettings will include setting up and clearing down, before and after lettings, ensuring the school is left clean, safe and secure.
  - a. To prepare the school premises and site for extra-curricular school activities and lettings.
  - b. To clean and restore areas used by hirers, upon completion of activities, to ensure the areas are ready to school use the following day.

### **Notes:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.