

**ADMIRAL LORD NELSON SCHOOL**

**DUNDAS LANE**

**PORTSMOUTH**

**PO3 5XT**

**Tel: 023 9236 4536**

**Email: admin@alns.co.uk**

**Headteacher: Chris Doherty**

**FACILITIES ASSISTANT**

**Salary: Band 4 £23,152-£24,362 full time equivalent (plus 17% shift allowance for 37 hours positions)**

**Hours: 37 hours per week**

**Monday – Friday, 52 weeks per year on a rota basis**

**Week 1: 6am – 2pm**

**Week 2: 2pm – 10pm**

**Contract: Permanent**

**Start date: September 2024**

**Closing date: Friday 13th September**

**Interviews held: As soon as possible after closing date**

We require an enthusiastic and hardworking individual to work as part of the Premises Team on a permanent basis, to ensure that the school environment is safe and clean for all its users and maintained to a high standard.

Duties to include:

* Unlock / lock the school each day undertaking security and safety checks and locking.
* Keep records relating to maintenance and security.
* Perform duties in line with health and safety and COSHH regulations, taking action where hazards are identified and reporting serious hazards to line manager immediately.
* Undertake general portage duties including moving furniture and equipment within the school as required.
* Undertake minor repairs and maintenance of the buildings and site.
* Operate heating and alarm systems.
* Keep the school premises clean and in good order, with additional cleaning as required.
* Take monthly water temperatures re legionella prevention.
* Keep the school grounds in good order.

As key holder you may be contacted to provide access to the school in the event of an emergency.

You will be responsible for maintenance, operation of fire systems and provide key holder responsibilities. Security and facilities management services on the school's site and premises. Responsible for ensuring a clean and hygienic school, general maintenance, painting, ensuring tidiness of the school grounds, general DIY. Carrying out Health and Safety inspections and Risk Assessments and any general repairs.

Health and Safety:

* Ensure that all duties undertaken are carried out in accordance with Health & Safety Legislation, requirements and best practice.
* Ensure statutory checks are undertaken and logbooks are completed, notifying the Building and Community Manager of any concerns.
* Adhere to all School Health and Safety policies and procedures.
* Maintain documentary records of all work requests in support of regulatory requirements.
* Attend and satisfactorily complete all training as identified to be relevant to the role, whether organisational or of a statutory nature.
* To carry out duties in a manner which minimises the incidents and accidents within the Department, particularly promoting a safe working environment.

General Maintenance of the Building, Services and Equipment:

* Assist in the maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture especially in order to eliminate potential hazards.
* Delivery of the Schools’ internal and external painting and decorating as required.
* Escort, assist, monitor and work with (as required) contractors working for the schools.
* The operation of the heating plant on a daily basis so that the required temperatures are maintained in the school premises and an adequate supply of hot water is available.
* All areas of the schools are free from litter.
* All litter bins outside the school buildings are emptied frequently.
* Paths and driveways, car parks and play areas to be swept and kept clean and tidy.
* Undertake all other duties as required by the Building and Community Manager or other senior member of staff.

Skills & Knowledge:

* Knowledge of site maintenance and good practices in building services (heating, plumbing, carpentry and mechanical and electrical awareness).
* Ability to plan and prioritise duties.
* Good oral and written communication skills.
* Willingness and ability to acquire further appropriate training and skills.
* Ability to communicate at all levels.
* Be computer literate and have a good understanding of MS Office software.
* Full UK Driving Licence – Be able to drive school minibus – training provided

The Salterns Academy Trust is a learning community where every member of staff understands the difference they can make to our students’ outcomes. It was formed when Admiral Lord Nelson School (ALNS) became a converter academy in April 2014 as a means of developing ever closer working relationships with our primary and secondary partner schools.

*The Salterns Academy Trust and Admiral Lord Nelson School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.*

*\*\*Please note an online search will be conducted at the shortlisting stage\*\**

**Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.**

To apply please complete the application form that can be found on the website [www.alns.co.uk](http://www.alns.co.uk) and return it together with your letter of application to recruitment@alns.co.uk by midday Friday 13th September 2024. Alternatively, please contact Mr S Johnson sjohnson2@alns.co.uk for more information.

All applications will be acknowledged, and unsuccessful candidates will be notified by post.

**JOB ROLE: Facilities Assistant**

**PAY BAND: 4 (plus 17% shift allowance for 37 hours positions)**

**HOURS: 37 hours/52 weeks**

 **06.00 – 14.00 alternating weeks**

 **14.00 – 22.00 alternating weeks**

**HOLIDAY: 5 days of your annual leave entitlement must be taken over the Christmas school closure each year. Remaining leave entitlement must be taken during periods of which the school is shut to students (during the school holidays). Additionally, a maximum of 5 days of annual leave per calendar year will be allowed to be taken during periods of which the school is fully open, and students are in attendance.**

**REPORTS TO: Building and Community Manager**

Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Salterns Academy Trust and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

• To be responsible for the security of the building creating a safe environment by ensuring that Health and Safety Regulations and agreed Codes of Practice for PCC employees are adhered to.

• To ensure the site is clean, safe and well-maintained and in good repair, both inside and out at all times.

• To assist all visitors and staff on the site in a friendly, amicable manner.

• To work hours on a weekly rota covering mornings/evenings

• To adhere to the Facilities Team uniform

**Accountabilities:**

**1. Facilities**

a. Be responsible for the overall security of the building, by being a main key holder.

b. Dependent on hours worked: unarm the alarm system and unlock outer/inner doors as required or secure the building ensuring all doors and windows are closed, locked and the alarm is set.

c. Maintain a register of keys, and control the access of those keys, issued on the instruction of the Headteacher. To report the loss of keys to the Building and Community Manager/Deputy for authorisation and be responsible for purchasing replacement keys.

d. Monitor and arrange access and the signing in and out to the site for Contractors and other authorised personnel and direct workmen and/or contractors to the site of repair or maintenance work. Verify contractors have completed tasks for which they are hired, adhering to Health and Safety guidelines, keeping the Building and Community Manager/Deputy and senior staff informed as necessary, either verbally or through the communications book.

e. Be responsible for the ordering and monitoring of all stock, with final authorisation of orders by the Building and Community Manager/Deputy.

f. Be responsible for the site during the evening, weekends and school holidays as required; following staff arrangements and organisation arranged by the Building and Community Manager/Deputy.

g. To carry walkie-talkies, in full working order, at all times and respond immediately to any communication.

h. Ensure the proper use of car parking facilities.

i. Undertake any necessary action as directed in the event of bad weather or emergency, eg clearing snow or ice from paths, dealing with flooding, fire, break-ins etc.

j. Check the fire-fighting equipment, alarm systems, and emergency lighting regularly. Maintain all logs and records dealing with the systems and maintenance of the building reporting any issues to the Building and Community Manager/Deputy.

k. To run and administer the student locker system in liaison with the Building and Community Manager/Deputy.

l. To purchase items required for the Facilities Department.

**2. Cleaning and Maintenance**

a. Ensure a high standard of cleanliness at all times. To carry out allotted cleaning duties on a daily basis, set out by the Building and Community Manager/Deputy schedule or instruction. Direct responsibility for cleaning hall and gym daily.

b. In liaison with the Building and Community Manager/Deputy be responsible for the maintenance of the interior and exterior of the school, by ensuring light fittings, clocks, and any other fixtures are in good working order.

c. Ensure all corridors are kept clean and the internal building is clear of graffiti and generally ensuring the upkeep of the interior of the building on a daily basis.

d. Liaise with the Cleaning Supervisor for curriculum and letting use. Clean and tidy

 rooms/area after hirers has left.

e. Assist with the Deep Clean programme carried out by the cleaning team and be responsible for the high clean.

f. Organise and carry out, in liaison with the Building and Community Manager/Deputy the movement of furniture and equipment within the site, eg setting up of examination rooms/areas/assemblies.

g. The distribution of items delivered to the site including the checking off of items as required, ensuring prompt delivery of all parcels to all areas.

h. Ensure large or expensive delivered items are recorded on the school inventory before

 distribution.

i. Detect and report building defects, organise emergency repairs and report to the Building and Community Manager/Deputy. Assist in the long term planning for repair and maintenance of the site. Carry out carpentry, plumbing and painting duties as required or instructed by the Building and Community Manager/Deputy.

j. Subject to the individual’s abilities and training, carry out minor repairs and redecoration being pro-active in preventative maintenance.

k. On a weekly basis monitor and repair furniture and equipment, maintaining appropriate proformas, reporting any major issues to the Building and Community Manager/Deputy.

l. Ensure lighting and heating equipment are working efficiently at all times, promoting energy conservation in the school, replace electrical light bulbs as appropriate and maintain the Light Log, Plant Log and Asset register.

m. Ensure provision of sundries in toilet and other relevant areas at all times.

n. To undertake a rolling programme of general repair and maintenance, eg painting as per schedule or as allocated by the Building and Community Manager/Deputy.

**3. Grounds Maintenance**

a. To ensure drains and gullies are clear at all times. To carry out cleaning (including window cleaning and white facias) and maintenance as per schedule, or as allocated by the Building and Community Manager/Deputy.

b. Litter pick and empty the bins throughout the site daily.

c. Sweep the Astro Turf Pitch twice a week and report any defects.

d. Ensure that a litter pick (including the front and sides of the school), sweeping and the emptying of bins, including hard standings are completed on a daily basis as per schedule. Complete litter monitoring process.

e. Be responsible for the cleanliness of the school grounds, including hard areas which are to remain tidy and clean and free of litter and chewing gum at all times.

f. Monitor the grounds maintenance contractors in liaison with contractors on site and the Building and Community Manager/Deputy

g. Check walls and remove graffiti daily, keeping the exterior walls clean.

h. Keep the outside lobbies and under the stairs clean using the jet wash or steam cleaner.

i. Clean and monitor all external lights and CCTV cameras reporting defects to the Building and Community Manager/Deputy.

j. Paint outside walls.

**4. Community Use**

a. To cover community use including evenings and weekends for the school as required.

b. To adjust working hours to provide maximum flexibility for the smooth running of the school and the community programme.

c. To promote a positive image and liaise closely with hirers, monitor site usage and inform Building and Community Manager/Deputy of any issues e.g. vandalism, non-adherence to the school Community Lettings Rules and Regulations.

d. Be fully aware of the School’s Community Charges policy and the rules and regulations for community use.

e. Ensure all Health and Safety regulations are met, including fire evacuation procedures, First Aid procedures and security procedures for all users of the site including the Community.

f. Assist and support the Community hirers in setting up as appropriate.

g. Assist the Building and Community Manager/Deputy to ensure there is a smooth transition between curriculum and the community letting programme.

h. Provide completed hire diary sheets to the Building and Community Manager/Deputy at the end of each week for regular hirers, and the following day for occasional hirers.

i. To assist the Building and Community Manager/Deputy in the preparation of the lettings programme on a regular basis, informing the Building and Community Manager/Deputy of any irregularities by Community Hirers.

j. Work closely with all staff in the school including the Exercise Deck staff particularly with regard to evening security.

**5. Accountabilities within Whole School**

a. Fully comply with the Health and Safety at Work Act 1974 etc, the Schools Health and Safety Policy and all locally agreed safe methods of work.

b. To establish and maintain positive, professional relationships with students and staff.

c. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.

d. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.

e. To participate professionally in own line management meetings, appraisal review meetings and team meetings.

f. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.

g. To participate in the Personal Development curriculum for our students, leading and support events as required.

h. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.

i. To support in the supervision of student transitions, between lessons, during the school day under the direction of Line Manager/Senior Leader.

j. To establish and maintain positive, professional relationships with students, staff and parents.

k. To take responsibility for your own wellbeing.

l. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

***This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.***