



ADMIRAL LORD NELSON SCHOOL
DUNDAS LANE
PORTSMOUTH
PO3 5XT
Tel: 023 9236 4536
Email: admin@alns.co.uk

Headteacher: Chris Doherty

FACILITIES ASSISTANT / CARETAKER

Salary: Band 4 £23,152-£24,362 full time (plus 17% shift allowance £27,088 - £28,504)
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: As soon as possible
Closing date: Friday 31st January 2025
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:

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- 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 and return it together with your letter of application to recruitment@alns.co.uk by midday Friday 31st January 2025. Alternatively, please contact Mr S Johnson sjohnson2@alns.co.uk for more information including a full job description.

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

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