



SHERFIELD  
SCHOOL

## Job Profile: Facilities Assistant

<b>JOB TITLE:</b>	Facilities Assistant	<b>SCHOOL/ DEPARTMENT:</b>	Facilities
<b>REPORTS TO:</b>	Estates and Facilities Manager	<b>LOCATION:</b>	Sherfield School

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**Hours:** 37.5 hours per week, on a shift pattern basis, 5 out of 7 days, 30-minute unpaid lunch break.

**Terms:** Permanent full time, all year role, 25 days' annual leave plus bank holidays (to be taken during the school holidays), pro rata'd if part time.

**Salary range:** NJC Pay Range\* 23-27 £21,268 - £24,174 FTE  
*\*The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

**Benefits:** Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;  
Uniform provided;  
Contributory Pension Scheme;  
In-house training;  
Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

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### PURPOSE OF THE JOB:

To be a member of the Facilities team maintaining the buildings with an emphasis on looking after the grounds of the School within the requirements of the Terms and Conditions (Contract), the School's aims, and GEMS Sherfield School policies, in particular the Health and Safety Policy and Safeguarding policy.

*This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list.*

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### 1. ORGANISATION CONTEXT:

Headteacher  
Senior Leadership Team  
Estates and Facilities Manager  
Deputy Estates and Facilities Manager

## **2. PRINCIPAL ACCOUNTABILITIES:**

- To assist with general maintenance on the school site, e.g. replacing light bulbs, cleaning gutters, unblocking drains, cleaning windows;
  - To assist with general repairs as required;
  - To assist with larger maintenance projects, e.g. decorating of school, refurbishment of areas;
  - To assist with the preparation and maintenance of the sports and amenity areas of the school;
  - To assist in maintaining all hard surface areas and paths are free of litter and debris;
  - To help set up and clear away areas booked for internal and external events such as examinations, parents evenings, concerts;
  - To be a key holder with locking up and on-call duties;
  - To report any defect to Estates and Facilities Manager;
  - Take part in performance management/appraisal cycles;
  - To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils;
  - Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school;
  - To participate in staff programmes for training, in particular safeguarding and Health and Safety;
  - Share in the corporate responsibility for the well-being and discipline of pupils;
  - Promote the good work of the school in the wider community;
  - Any reasonable request by the Headteacher/SLT/Line Manager.
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## **3. SKILLS AND ATTRIBUTES:**

- Ability to self-motivate and encourage other staff in a team environment;
  - Organised, methodical and efficient approach to achieving high standards;
  - Approachable and professional with good communication skills;
  - Ideally have experience of a trade or DIY skills;
  - Proficiency in the operation of grounds maintenance machinery;
  - Competent understanding of Health and Safety regulations;
  - Capable of undertaking all aspects of the role and the physical challenges of the post;
  - Flexibility at all times;
  - Self-motivated, high energy and pro-active with a 'can-do' attitude.
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## **4. EXPERIENCE AND QUALIFICATIONS:**

- Plumbing, electrical, health and safety qualification ideal but not essential;
- Up to date knowledge of Health and Safety;
- Experience of working in an educational environment ideal, but not essential;
- Full and relevant driving licence (to include trailer entitlement).