



Facilities Assistant

JOB DESCRIPTION

Post: Facilities Assistant

Line Manager: Facilities and Maintenance Supervisors

Contract Hours: 20 hours per week, 38 weeks a year Grade 2 point 2
10.30am – 14.30pm

CRITERIA

The Facilities and Maintenance team are responsible for maintaining high standards throughout the school.

Main Duties – Daily

- Litter pick full site twice a day
- Empty outside bins
- Clean all water fountains

Main Duties - weekly

- Clean minibuses inside and out
- Clean outside benches/seating areas
- Sweep external paths – clear weeds etc when needed
- Clean ground floor windows/sills/doors
- Bins to be put out/back for collection (Monday/Tuesday)

Undertake any duties reasonably requested by the Headteacher or Operations Manager.