

**HERTFORDSHIRE COUNTY COUNCIL**  
**JOB DESCRIPTION**

**JOB TITLE:** Facilities Assistant      **GRADE:** H2 – H4 dependent on experience

**LOCATION:** Howe Dell School

**REPORTS TO:** Facilities Manager / Headteacher

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**1      PURPOSE OF YOUR JOB**

To provide a safe and clean environment to users of the school buildings and grounds.

**2      MAIN AREAS OF RESPONSIBILITY**

- Security of the school's buildings and grounds
- Undertaking safeguarding checks to ensure building and grounds are safe
- Adhering to health and safety policies and COSHH legislation
- General portage duties including movement of furniture and equipment within the school
- Daily and periodic cleaning of designated areas of the school building and grounds according to schedule of work
- Handyperson duties which may include minor repairs to furniture and fixtures and minor decorating tasks
- Supervision of cleaning staff or monitoring of and liaison with contract cleaning staff (as appropriate)
- Such other duties which may arise from the use of the premises
- Contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

**3      ORGANISATION CHART**

Headteacher  
Facilities Manager  
Deputy Facilities Manager  
Facilities Assistant

**4.      SUPERVISION**

The postholder will work within a supportive team and may at times work on their own using his/her initiative. This is subject to the general and specific direction of the Facilities Manager.

**5.      JOB CONTEXT**

The postholder will spend time working across the site ensuring the site is clean and tidy and up to Health and Safety standards. The balance of work will be reviewed from time to time according to the changing needs of the school. This grade will be considered for those who demonstrate trade skills.

**6      KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working in school or similar environment
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and material is desirable
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)

- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

**7      REPORTING**

- Advising the Facilities Manager of faults to the buildings, fixtures and fittings which require specialist attention.
- Monitoring and ordering an adequate stock of appropriate materials and equipment.
- Liaising with contractors on site to ensure minimum disruption to the work of the school.

**8      PHYSICAL EFFORT**

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

Approx. 30% of the time might be spent moving and carrying various items.

**9      WORKING ENVIRONMENT**

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

**10     ADDITIONAL INFORMATION**

The school premises may be used during evenings and weekends for school activities and by outside hirers. The postholder may undertake this by mutual agreement with the Headteacher to attend during lettings for which payment will be made.

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It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.