



Midsomer Norton  
Schools Partnership



**School:** Notton House Academy

**Job Title:** Facilities lettings and Maintenance Assistant

**Grade:** MNSP Grade 5 SCP 11 - 17

**Responsible to:** Site Manager

**Hours of Work:**

- **Post 1:** 32 hrs per week; All Year Round = **£24,339 - £26,829**
- **Post 2:** 17 hours per week; All Year Round = **£12,930 - £14,253**

**Job Purpose:** Facilities, Lettings, and Maintenance Assistant (including weekend lettings)

**Main Duties & Responsibilities:**

**Job Purpose:**

- To pro-actively assist with the delivery of Estates Management Services at Notton House Academy in order to maintain a high standard of functionality and premises upkeep;
- To pro-actively assist with the delivery of the Facilities lettings (Friday pm and ad hoc on Saturday and Sunday);
- To manage the *SchoolHire* bookings website and keep in regular contact with customers. To open and close the school on a rota basis (or regular scheduled days if agreed with 2nd postholder) for Friday evening and weekend bookings.

**Key Responsibilities:**

Working as part of a team:

- To undertake a reasonable range of Estates duties as mutually agreed with the Estates Manager, with regard to day to day maintenance of the Academy Site and its furnishings e.g. remedial painting and decorating, door fittings, furniture repairs, minor glazing, minor plumbing fittings, lighting renewals, repairs to fixings and small scale improvements.
- To be responsible for the general tidiness and safety of outside areas e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit and leaf clearing as appropriate.
- To clean defined areas of the establishment not covered by other contracts, together with emergency cleaning duties (including graffiti) arising during the working day.
- To act when necessary as a joint key holder and, on those occasions, to be responsible for the security of the site.
- To report building and furnishing and fittings deficiencies to the Estates Manager.
- To set out/put away furniture for Academy events, and undertake general portage as required.

- To escort contractors and others to sites of repair and maintenance, monitoring the safety of their working practices, reporting where possible on the quality of their work and communicating any apparent failures as above.
- To take delivery of stores, goods and equipment and distribute as appropriate throughout the establishment, maintaining records and completing paperwork/returns as required with the appropriate authoritative signature.
- To exercise joint responsibility for the operation of the Academy heating system; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation and regularly inspect equipment to ensure it is clean and in a safe working order; to report deficiencies to the Estates Manager.
- To complete a return in respect of meter readings of energy used.
- To assist in the maintenance of the water management system.
- To assist the Estates Manager in purchasing cleaning and repairing materials where appropriate.
- To maintain the grassed areas and shrub beds as defined in the exemptions from the grounds maintenance contract using appropriate equipment and following the schedule of works provided.
- When appropriate, to exercise responsibility for the site outside normal Academy hours, with regard to locking and unlocking, setting security alarm systems, carrying out security checks as necessary, responding as required to emergencies and carrying out lettings as required, by mutual agreement with the Headteacher, Estates Manager/ Academy Business Manager.
- To undergo appropriate training provided by the academy to carry out any of the above operations.
- To carry out such other duties as are required and as are commensurate with the grade of the post.
- To lead in the weekly maintenance of the school fleet, reporting and defects or issues to the Estates Manager.
- To carry out routine/ maintenance as directed by the Estates Manager/Headteacher.

### **Requirements:**

- To be a named key holder for Notton House Academy and being responsible for the security of all buildings and the campus itself;
- Lock/unlock Notton House Academy buildings for after school, evening/weekend activities, events and functions throughout the site as required;
- Set and unset Notton House Academy security systems and to respond, where necessary, to emergency call outs;
- Report all building, fixtures, fittings and maintenance issues/defects across Notton House Academy site to the Site Manager;
- Manage traffic in and out of Notton House Academy at times of high volume;
- Sweeping paths, Litter collections, Drain and gutter unblocking, Window cleaning, Graffiti removal, Painting and decorating, Clean up after any self-work activity, Obtain and collate utility meter readings;
- Use safe methods of working at all times;
- Provide an adverse weather response, grit paths and clear snow;
- Where necessary escort building contractors and service engineers around the buildings and campus, supporting as required;
- To provide the Site Manager with engineers' worksheets or supplier delivery notes and to bring to the attention of the Site Supervisor any abnormalities or additional works required as raised by subcontractors;
- Use electronic devices to communicate (e.g.two-way radios, email).

**General:**

- Work as a team player at all times, contributing to a successful team output with an achievement of meeting targets and expectations in all areas of work;
- To attend training courses as directed by the Site Manager;
- To play an active part in the life of the school, sharing the aims and objectives of the Trust;
- Be aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School;
- To work within the policies, procedures and guidelines of the Trust;
- To carry out other duties as are required and as are commensurate with the grade of this post.

**School Support & General:**

- To attend all department meetings and relevant staff meetings;
- To attend all training courses as directed;
- To participate in the Academy's Performance Management Review process and make use of professional development opportunities;
- To play an active and positive role;
- To familiarise yourself with the working practices of the Department and adhere to them at all times;
- To maintain confidentiality according to organisation and legal requirements;
- To be aware of equal opportunities policies and principles and health & safety regulations;
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager;
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

**Physical Effort & Working Environment:**

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties. There may be an increased level or physical effort required in areas for children with personal or specialist needs.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

**Other Information:**

The Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment. The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

## Personal Specification:

It is expected that the successful candidate would possess the following attributes:

<b>Essential</b>
Current, clean driving licence
Responds enthusiastically to a demanding and busy environment
Driven to succeed, independently and as part of a team
Reliable, adaptable and innovative approach to work activities
Sets and maintains high standards of delivery with attention to detail being essential
Ability to work to set schedules
Ability to re-prioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Ability to manage own workload within agreed time frame
Responds professionally to customer requests
Keeps customers informed of progress of work using clear, informative detail
Tactfully and diplomatically manage customers' expectations
Uses own initiative to overcome problems
Ability to communicate effectively at all levels
Uses resources efficiently and effectively
Approachable and friendly
Remains calm under pressure
Willing to travel and work across multiple locations within local geographical area
Basic computer knowledge and ability to competently use mobile devices
Knowledge of relevant Health and Safety requirements
Uses safe working methods
Knowledge of COSHH
Willing to work extra hours and be flexible with shift patterns as necessary
Willingly carries out repetitive tasks
Able to: <ul style="list-style-type: none"><li>● Climb a ladder and stairs unaided</li><li>● Work at heights</li><li>● Reach overhead and below the knees, including bending, twisting, pulling, and stooping</li><li>● Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance</li><li>● Visually inspect tools, equipment, or machines (e.g., to identify defects)</li><li>● Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination</li><li>● Use electronic devices to communicate</li></ul>
<ul style="list-style-type: none"><li>● Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs</li><li>● Takes responsibility for own personal development</li></ul>
<b>Desirable</b>
<ul style="list-style-type: none"><li>● Experience of general maintenance work</li><li>● Knowledge and experience of electrical and mechanical building services</li><li>● Experience or understanding of working in education/school/Leisure environment</li><li>● Fire safety awareness</li><li>● Knowledge &amp; understanding of Health and Safety At Work Regulations</li><li>● Asbestos awareness</li><li>● Legionella/water regulations awareness</li></ul>

**Post Holder:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_