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| **Post Title** | Facilities Assistant  Based primarily at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | 6-8 Starting salary £16,023 (£8.80 per hour) |
| **Hours/Weeks** | 35 hours per week plus weekend cover as required. Permanent post.  Work pattern:  Shifts Monday-Friday 7.00 am – 10.30 pm on a rota basis plus occasional weekend cover when required.  **A large degree of flexibility is required of this role due to the nature of the duties** |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation**  Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquility within a stone’s throw of the thriving city centre.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:**  The post holder reports to the Facilities Manager. |

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| **Accountabilities:**   * Setting up venues for events both on and off the school premises. * Regular building checks ensuring all fire escapes are clear; toilets are clean and fully stocked. * Ensuring the security of the school facilities outside of normal operational hours. * General duties to help keep the campus clean, tidy and operational. |

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| **Responsibilities:**  **General**   * Cleaning and Laundry duty’s as required around the school including but not limited to the toilets, changing rooms, cleaning up bodily fluids and dealing with other spillages. * Check fire alarms, emergency lighting, water flushing etc. and keep up to date records. * Drive School vehicles including minibuses as and when required. * Take appropriate action to prevent trespass on the school grounds, and record and report incidents of trespass or vandalism. * Assist with maintenance as required. * Ensure Health and Safety standards are maintained and follow HCS operating procedures. * Carry out emergency procedures in the event of a major incident. * Complete any reasonable duties requested by Hereford Cathedral School. * Supply weekend cover as required by the operational demands of the school. * Supply holiday and sick cover as required by the operational demands of the school (Evening Cover will be the priority).   **Morning and afternoon 7.30 am** – **3.30 pm**   * Unlock the School prior to the arrival of staff and pupils * Ensure that deliveries are distributed appropriately around the school. * Assist with movement and set up of equipment for events throughout the School and ensure the venue is ready for use   **Evenings 3.30 pm – 10.30 pm**   * Ensuring the school facilities are ready for all events and undertake equipment set up for external hires and other School events. * Ensure the stores and equipment are kept tidy, well maintained and safe for all users. * Ensure Health and Safety standards are maintained and follow HCS operating procedures. * Secure the school at the end of the operational day. |

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| **Safeguarding and Protection of Children and Young Persons**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy   **Particular H&S issues for this post are:**   1. Physically fit and lifting and carrying involved 2. Lone working 3. Use of Chemicals for Cleaning |

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|  | **Person Specification** | |
|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualification** |  | Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent) |
| **Experience and Knowledge** | Experience of following policies and procedures particularly around Health and Safety. | Experience of working within an education environment |
| **Skills/Abilities** | Able to work on own initiative and be proactive when dealing with problems and make good decisions without supervision  Hold a full UK Driving Licence with D1 entitlement (or willing to work towards the D1 within a specified time)  Good spoken and written English to communicate with people at all levels  Able to work alone and as part of team |  |
| **Aptitude** | Naturally demonstrates a ‘can do’ helpful attitude |  |
| **Circumstances** | Some unsocial hours evenings and weekends  Often lone working |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| Equal **Opportunities** | Understanding of the requirements of Equality and Diversity |  |