



## Job description - Part-time Facilities Assistant

### Context

Steiner Academy Exeter is a state funded school which opened in September 2013 and moved into our permanent, purpose built home in September 2015. We are adding year groups at reception (kindergarten) and year 7 (class 6) every year until we reach our full capacity of 624 children from 4-16 years in 2021. In the 2017 - 2018 academic year we have just over 400 pupils from Reception to Year 11.

We are now recruiting for an assistant to join our support team immediately to carry out tasks in support of our Facilities team. The post is for two+ hours per day, weekdays with core hours from 1200 to 1400 daily, working an average of 12.25hours a week, term time only.

### Post description

**Job purpose:** The primary focus of this post will be to provide support to the facilities department. In particular, the setting up and clearing down of the dining hall for lunchtime use, as well as simple maintenance routines and tasks.

### Key working relationships -

- Facilities and office systems manager (line manager);
- Administration and Finance Team;
- Teaching and non-teaching colleagues;
- Students.

### Main responsibilities of the post

- Setting up and clearing away dining tables and chairs in the hall;
- Carrying out periodic health and safety checks, including tap temperature testing, fire door checks, etc;
- Carrying out risk assessments as required;
- Monitoring and maintaining facilities stock levels in conjunction with Facilities Officer;
- Porterage as required including office moves, furniture moves, deliveries and collections;
- Providing support and cover for Facilities Section as required;
- Working within the non-teaching support team to ensure the smooth running of the school.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development.

### Person specification - Essential to this post

#### Qualifications, experience and training:-

- Educated to good standard or equivalent;

#### Professional qualities

- Excellent communication skills, both verbal and written;
- Ability to remain calm in a noisy and busy environment;
- A flexible approach to working;
- Ability to establish and maintain excellent professional relationships with colleagues, students and representatives of external agencies;
- Ability to maintain confidentiality;
- Ability to work effectively on own initiative and as part of a busy team;
- Ability to prioritise tasks effectively and respond to quickly changing circumstances;
- Exceptional organisational skills;
- Proactive and responsive;

- Good time management.

**Qualifications, experience and training:-**

- Experience in a Facilities environment;

**Person specification - Desirable:-**

- Flexibility and willingness to work outside office hours;
- Experience in a school environment;
- Health and safety awareness training;
- Child protection training.

**Remuneration**

**£4587 p.a.** for 12.25 hours per week over 5 days. (£17,200 FTE). Core hours 1200 - 1400 daily.

Based on 38 weeks per year (**term-time only**). **This is a fixed term post until Summer 2018** in the first instance. There is a possibility that this post may be expanded in the future, subject to budgetary and operational considerations, however no guarantees can be given at this stage.

**Essential application information**

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced DBS disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Applications for the post must be made on the standard application form, which can be found on our website at [www.steineracademyexeter.org.uk/information/recruitment](http://www.steineracademyexeter.org.uk/information/recruitment) .

**The deadline for completed applications is 12 noon, Monday 19<sup>th</sup> February 2018.**

For informal communication about this post, please contact Alice Knight or email [recruitment@steineracademyexeter.org.uk](mailto:recruitment@steineracademyexeter.org.uk)

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Jenny Salmon, Resources Manager January 2018