



# Clifton High School

**CANDIDATE INFORMATION**  
**FACILITIES ASSISTANT**



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# BEYOND A SCHOOL, a place to belong



## AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



## **JOB DESCRIPTION**

**Job Title:** Facilities Assistant

**Department:** Estates

**Reports to:** Estates Manager

### **PRIMARY PURPOSE OF THE ROLE**

As part of the estates team, the Facilities Assistant will support the safe and efficient running of all aspects of the daily operation of the School. The Facilities Assistant will possess a range of practical skills to help contribute to the general site set up, maintenance and improvement work and will be fit and able to cope with the physically challenging duties of a Facilities Assistant.

The Facilities Assistant will be a confident communicator and will enjoy working with colleagues across the School, always having a positive approach to providing excellent customer service.

The Facilities Assistant will be responsible for locking the School up at the end of the day.

The position includes out-of-hours caretaking for the site as directed.

The Facilities Assistant will also work on other maintenance tasks around the site as directed.

### **SAFEGUARDING**

Clifton High School staff will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to safeguarding and are fully aware of the School's policies and procedures beforehand.



## **TERMS & CONDITIONS SPECIFIC TO THE ROLE OF FACILITIES ASSISTANT**

- This is an all-year-round position (52 weeks) with an annual leave entitlement of 25 days plus normal bank holidays.
- Normal working pattern of 2.00 to 7.45pm Monday to Friday with a half-hour unpaid lunchbreak each day.
- Core salary is 26.25 hours with the potential for overtime.
- Caretaking duties working one weekend in every three, covering both Saturday and Sunday from 8.00am to 3.00pm with a half-hour unpaid lunch break, paid as overtime.
- Attendance on Rose Day is mandatory.

There is a pension scheme for all Business Support Staff, and a School fee remission scheme may also be available. All staff are entitled to a two-course daily lunch during term time and refreshments throughout the School day.

## **MAIN RESPONSIBILITIES**

To work with and support the rest of the Estates team in the safe and efficient running of all aspects of the daily facilities operation, including aspects of site maintenance, response maintenance, safety, security and cleanliness around the estate.

This includes:

- Setting up and breaking down chairs and tables for School events such as assemblies and parents' evenings
- Delivering parcels throughout the day
- Helping to keep the grounds well presented
- Completing general DIY and maintenance jobs depending on skill set
- Locking up at the end of the day when the cleaners have finished
- Liaising with external organisations with regard to the letting and rental of School facilities and checking they are clean, tidy and presentable.
- Providing excellent customer service to staff, visitors and letting.
- First point of contact as 'Duty Caretaker'.
- Supervising contractors when required.
- Work in a flexible manner to enable the School to operate. This includes covering other members of the Estates team when they are on annual leave, skill set dependent.

## **MAIN RESPONSIBILITIES CONTINUED**

### **1. To support site security:**

- To ensure the site is locked up securely, all external doors, windows and gates to be securely locked, and all alarms are to be set.
- To complete daily security checks to make sure the site is safe throughout and at the end of the day.
- To provide Facilities Assistant cover when another member of the team is on holiday. Overtime is paid where appropriate.

### **2. To understand and follow all H&S and Swimming pool maintenance procedures:**

- To follow the policy and procedures agreed upon in the standard operating procedures for the pool.
- To conduct day-to-day water testing, recording and maintenance of the swimming pool, and to be able to complete backwashes as directed by the Estates Manager.
- To attend courses as directed and complete tests and documentation as required.
- To keep the Estates Manager informed of any deviations in readings or other controls.

### **3. To provide duty caretaking services (out of hours) as per the team rota:**

- To understand and follow all Duty Facilities Assistant instructions.
- To be expert in fire and intruder alarm procedures during non-School hours.

### **4. To be a Fire Marshall:**

- To attend courses as required and to act as Fire Marshall in the event of an emergency.
- To be able to identify and switch off gas, water and electricity on site.

### **5. To assist the Estate Manager and team and contractors with other general maintenance and caretaking tasks as directed. Occasionally, this will include working at off-site locations.**

- To understand and follow all H&S instructions.
- To assume responsibility for tasks as directed by the Estates Manager.
- To work with other members of the Estates team under their direction on tasks set by the Estates Manager.

### **6. Other tasks as directed by the Head or the Estates Manager**

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post

## PERSON SPECIFICATION

	Essential	Desirable
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to perform routine and basic maintenance throughout the School site</li> </ul>	<ul style="list-style-type: none"> <li>General practical maintenance skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>At least two years' experience working as a Facilities Assistant or equivalent maintenance role</li> <li>Experience of working as part of a small team</li> <li>HSE training in manual handling, working at height and working with power tools</li> </ul>	<ul style="list-style-type: none"> <li>Some knowledge of the independent school sector would be an advantage</li> </ul>
<b>Qualifications and professional development</b>	<ul style="list-style-type: none"> <li>Valid driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Recognised relevant trade qualification</li> <li>D1 qualification on driving licence</li> <li>Pool Plant Operating Certificate</li> </ul>
<b>Personal Qualities and Competencies</b>	<ul style="list-style-type: none"> <li>Commitment to the safeguarding of our pupils</li> <li>Friendly, approachable, team player</li> <li>Willingness to undertake training as required</li> <li>Flexibility to undertake other responsibilities as may be reasonably required by the Head and the Estates and Operations Director</li> </ul>	
<b>Attitudes and Outlook</b>	<ul style="list-style-type: none"> <li>Appreciation that this is a service industry. We are an independent school in a highly competitive market for fee-paying pupils</li> <li>Ability to work under pressure and a capacity for hard work</li> <li>Appreciation of the needs of the whole School</li> <li>Positive and proactive approach to change and a commitment to continuous improvement</li> </ul>	



## CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



## BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

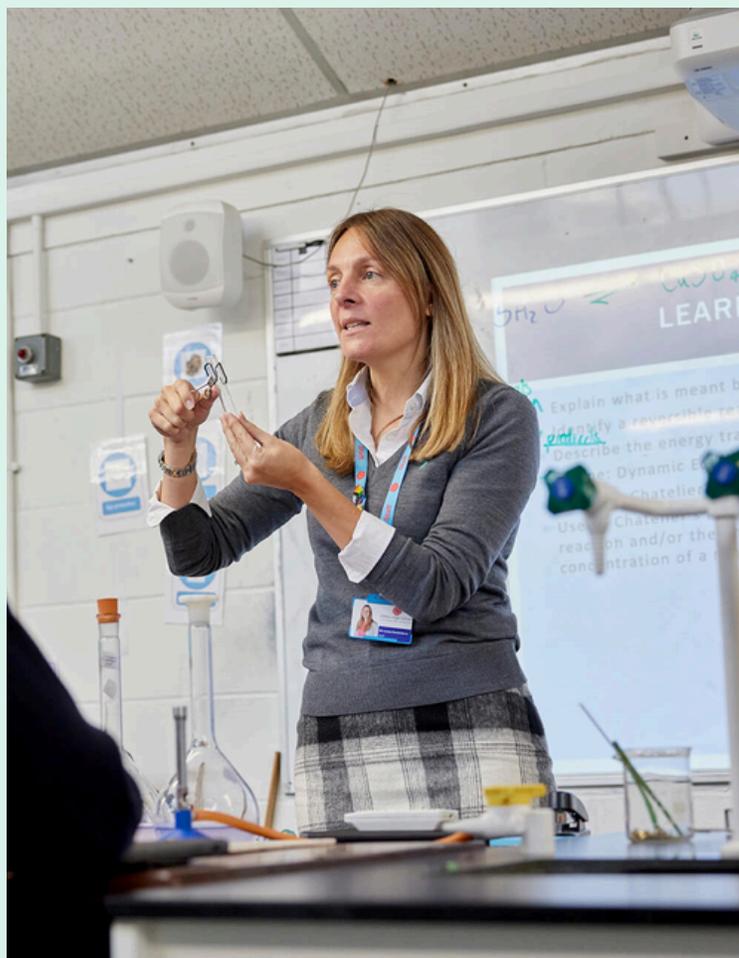
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

'Realising Individual Brilliance' is not just for the pupils, but for everyone at Clifton High School.

### What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



## OUR VALUES



### CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



### EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



### EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



### DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.



## OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive



# Clifton High School

**THANK YOU FOR YOUR INTEREST IN  
WORKING AT CLIFTON HIGH SCHOOL**