

## Job Description

**POST TITLE: Facilities Attendant**  
 NJC Scale 2, plus First Aid Allowance  
 37 hours per week, term time only

**POST RESPONSIBLE TO:** Facilities & Estates Manager

**POST RESPONSIBLE FOR:** The post has no responsibility for staff

### **MAIN PURPOSE OF THE JOB**

To provide an efficient and effective cleaning support and first aid in the student facilities within the school.

### **DUTIES AND RESPONSIBILITIES**

#### Facilities Attendant

- To supervise the unisex toilets during break, lunch and lesson change over ensuring students respect the facilities and use them appropriately
- To seek assistance from other school staff if situations become difficult
- To ensure the toilet facilities are kept clean and tidy and in good working order to an excellent standard
- To ensure any graffiti is immediately removed
- To ensure sanitary units are regularly changed by the supplier
- To request and replenish stock as required/stock control.

#### General

- To ensure daily spills and marks around the school are cleaned at the first possible opportunity
- Dealing with complex medical needs and looking after medication.
- Inputting data of incidents on the computer
- To ensure other areas of the school are maintained
- To assist the Medical Officer with first aid issues
- To be aware of Health & Safety, use appropriate materials and observe COSHH regulations.

#### Supervision

The post-holder should be capable of planning and prioritising their own workload referring queries as necessary to the Facilities & Estates Manager or Medical Needs Officer.

The post-holder may hold a current first aid certificate or be willing to undertake a three-day first aid at work certificate.

## *Our Community — Our Future*

**A place of excellence where learners are proud of their school and confident of success**



## **Contacts**

Regular: Students, Teaching Staff, Support Staff.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

### **JOB DESCRIPTION AGREED BY:**

**MANAGER**

**DATE**

**POSTHOLDER**

**DATE**

