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**Forres Sandle Manor School**

Fordingbridge, Hampshire, SP6 1DS

**Facilities Assistant**

**(Full time, permanent, year round)**

For an immediate start, Forres Sandle Manor seeks to appoint a suitably experienced Facilities Assistant to join our friendly Site team.

Carrying out both internal and external maintenance tasks, this role is integral in keeping our beautiful school site looking spectacular and operating safely.

**Hours of work**

Contract: Full-time, Permanent

Hours: 40 per week, Shift-based between 8:00am and 8:00pm, 5 days from 7. Shift pattern will change based on the needs of the school.

Willingness to work occasional extra hours to cover events for which time off in Lieu will be given

Reports to: Director of Operations

**Key Responsibilities**

***Maintenance and General Duties***

- Carry out minor repairs and routine maintenance across the site

- Support with room setups, school events and lettings

- Maintain a safe, tidy and functional school environment

- Conduct regular checks and basic maintenance of playgrounds and play equipment to ensure safety and compliance

- Coordinate routine minibus checks, maintain records, and book servicing and repairs as required

- Undertake training for additional duties as required such as Pool Plant Operators Course, PAT testing, First Aid

***Grounds Work***

- Assist with upkeep of all outdoor areas including playgrounds

- Strimming, grass cutting, and gardening work

- Maintenance and repair of fences, paths, hedges, gates and any other areas as required

- Gritting, litter picking and seasonal maintenance

***Security and Lock-Up***

- Responsible for locking up buildings on evening shift rotation

- Checking alarms, windows, lighting and site safety during evening close-downs

- Management of keys, lock boxes, padlocks and alarms

***Compliance and Safety***

- Follow all school health & safety policies and safe working procedures

- Support the Facilities Manager with site checks and basic records

- Undertake all relevant safeguarding training and ensure all related policies and procedures are adhered to at all times.

**Person Specification – Facilities Assistant**

***Essential Criteria***

* Experience: Basic hands-on maintenance, general caretaking or facilities support
* Skills: Practical, problem-solving, and able to work independently
* Working Style: Reliable, flexible, comfortable working indoors/outdoors, good sense of humour, team player, initiative
* Communication: Clear, respectful, and professional at all times
* Security: Trustworthy and responsible, especially during evening lock-ups
* Availability: Able to work varied shifts (between 8am and 8pm), including weekends
* Compliance: Willing to undergo Enhanced DBS and safeguarding training

***Desirable Criteria***

* Experience: Experience in a school, residential or boarding environment
* Technical: Awareness of Health & Safety protocols, plumbing, electrical or groundskeeping skills
* Driving: Full UK driving licence, ideally minibus-eligible
* IT Skills: Ability to log tasks or communicate via digital systems and comfortable speaking with suppliers

HOW TO APPLY Please complete an application form, including a supporting letter addressed to our Director of Operations, Miss Anna Matthews, and return a signed copy by email to recruitment@fsmschool.com

**We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS, online searches and reference check prior to appointment.**