

**Facilities Assistant
Position Description**

Responsible to: Facilities Manager

Job Purpose

To support the school through the delivery of quality service and to ensure the school environment is well maintained. All staff at Pinehurst are expected to work co-operatively as a team, demonstrating our core values of respect for ourselves, for each other and for the environment.

Key Responsibilities:

- Responsible for undertaking facilities tasks around the site:
 - Replenishing consumables, managing waste and recycling, and ensuring all facilities are in good condition throughout the day.
 - Setting up events and sports equipment during and after school hours.
 - Opening/closing tasks and patrol duties.
 - Porterage duties.
- Assist with grounds and general maintenance tasks as necessary.
- Contribute to other shared departmental roles as necessary, H&S checks, environmental monitoring, etc.
- Act as a liaison point for on-site events and classes during and after school hours.
- Provide cover to other departmental roles as necessary so that the team can deliver a seamless service.

Knowledge/experience:

- Experience in grounds and general maintenance activities.
- Multitasking abilities.
- Good problem-solving skills.
- Be highly organised.
- Strong interpersonal skills with an excellent ability to communicate to a diverse range of cultures and personalities.
- Strong relationship building skills.
- Good communication skills.