

Job Title	Facilities Support Officer (Includes Driving Duties)
Date	September 2026
Department	Facilities
Reports to	Facilities Manager

Purpose of the Role

To support the safe, efficient, and compliant operation of the school's premises and facilities. The role includes carrying out routine safety testing, supporting statutory compliance (including PAT testing, legionella and emergency lighting checks), and driving the school minibus for authorised activities.

Main tasks and responsibilities

Premises Maintenance and Compliance

Carry out routine inspections and basic maintenance tasks across the school site to ensure buildings, facilities and equipment are safe, secure and well maintained.

Conduct statutory compliance checks, including emergency lighting testing and legionella monitoring, maintaining accurate records in line with legal and school requirements.

Carry out Portable Appliance Testing (PAT), or assist in coordinating PAT testing programmes, ensuring all equipment complies with relevant health and safety legislation.

Maintain accurate records of tested equipment and promptly report any defects, faults or risks.

Remove, isolate or label unsafe equipment where necessary and report issues to the appropriate person.

Assist with general site maintenance, including minor repairs, changing light bulbs, moving furniture and equipment, and preparing classrooms, meeting spaces and outdoor areas for school activities.

Support the effective day-to-day operation of the school's premises and contribute to maintaining a safe, welcoming and functional environment.

Health and Safety

Comply with all health and safety legislation, school policies and safe working practices.

Identify, report and, where appropriate, take action to minimise hazards and risks across the school site.

Support the school in maintaining a safe environment for pupils, staff, visitors and contractors.

Contribute to the school's compliance with statutory premises and health and safety obligations.

Minibus Driving and Vehicle Maintenance

Drive the school's minibuses for educational visits, sporting fixtures and other authorised school activities, ensuring compliance with all legal and school requirements.

Hold and maintain the appropriate driving licence and meet all statutory requirements relating to minibus driving.

Carry out routine vehicle safety inspections before and after use, reporting any defects promptly.

Undertake routine cleaning of the school's minibuses in accordance with the School Minibus Policy.

Where appropriately trained, competent and equipped, carry out basic vehicle maintenance in accordance with manufacturer guidance.

Cleaning Responsibilities

Undertake routine cleaning of the school swimming pool changing rooms and poolside areas, ensuring high standards of cleanliness, hygiene and safety are maintained.

Support the upkeep and presentation of other areas of the school site as required.

General Responsibilities

Work collaboratively with colleagues across the school to support the effective operation of the premises.

Respond flexibly to the operational needs of the school and assist with additional premises-related tasks as required.

Undertake any other duties that are reasonably commensurate with the grade and responsibilities of the post, as directed by the Director of Finance & Operations or their nominated representative.

Safeguarding

Promote and safeguard the welfare of children and young people by adhering to the school's safeguarding and child protection policies and procedures.

Maintain an awareness of safeguarding responsibilities and report any concerns in accordance with school procedures.

Person Specification

We are seeking a reliable, proactive and practical individual who takes pride in maintaining a safe, secure and welcoming environment for pupils, staff and visitors. The successful candidate will demonstrate a strong commitment to health and safety, excellent teamwork and a flexible approach to supporting the operational needs of the School. The following criteria outline the qualifications, experience, knowledge and personal qualities required for the role and will be used throughout the recruitment process.

Experience, Knowledge and Skills

Essential	Desirable
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- Basic maintenance or facilities experience - Understanding of health and safety practices - Ability to carry out routine checks and maintain records - Full, clean UK driving licence - Good organisational and communication skills - Ability to work flexibly, including occasional evenings or weekends - PAT testing qualification or willingness to train - Legionella Awareness certificate or willingness to work towards - Emergency Lighting Inspection & Testing Certificate or willingness to work towards	- Experience working in a school or similar environment - Knowledge of premises compliance requirements (e.g. fire safety, working at height, manual handling) - Eligibility to drive a minibus - D1 - Minibus driver training (e.g. MIDAS)
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Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.