



KIRKHAM GRAMMAR SCHOOL

Facilities Team Member

Full-Time | Permanent Contract

The Role:

An exciting opportunity has arisen for a reliable, hardworking, and self-motivated individual to join the life of a busy school in our Facilities Team. This role is key in ensuring the school site is safe, well-maintained, and welcoming for pupils, staff, and visitors.

Working under the direction of the Facilities Manager and School Bursar, the Facilities Person will assist with caretaking, maintenance, and site duties across the campus. The role is varied and practical, requiring initiative, flexibility, and a proactive approach to premises upkeep, health & safety, and site security.

Key Responsibilities

General

- Assist in the upkeep, repair, and development of the school site.
- Support the Facilities Manager with premises-related tasks and projects.
- Respond promptly to requests for maintenance or facilities support.
- Help ensure the school buildings, classrooms, and communal areas are safe, clean, and functional.

Maintenance

- Carry out routine maintenance, repairs, and minor improvements as directed.
- Undertake basic plumbing, painting, carpentry, and general DIY tasks.
- Check and maintain caretaking equipment, ensuring it is safe to use.
- Report faults or larger maintenance needs to the Facilities Manager.
- Keep accurate records of stock and equipment usage.

Grounds & Cleaning Support

- Assist with general upkeep of the school grounds, including paths, car parks, and external areas.
- Support the cleaning and caretaking teams when needed (e.g. setting up halls, moving furniture).
- Ensure outdoor areas are kept safe, tidy, and free from hazards.

School Vehicles

- Assist with the upkeep, cleanliness, and basic checks of school vehicles.
- Report any concerns regarding safety, maintenance, or resources.

Health & Safety

- Follow school health & safety procedures and safe working practices.
- Assist with routine checks (fire alarms, emergency lighting, first aid equipment).
- Report hazards, incidents, or risks immediately.
- Comply with COSHH and manual handling training.

Security

- Act as a key holder and assist with opening/locking up the school site.
- Monitor site security and report issues promptly.
- Support with site access for visitors and contractors.

Utilities & Energy Management

- Take regular meter readings for gas, electricity, and water.
- Report energy or utility concerns to the Facilities Manager.

Reports to:

Facilities Manager / School Bursar

Person Specification

Essential

- Practical skills in basic repair and maintenance tasks.
- Full driving licence.
- Good organisational and problem-solving skills.
- A calm, reliable, and flexible approach.
- Willingness to work as part of a team and take direction.
- Ability to engage positively with staff, pupils, and visitors.

Desirable

- First Aid qualification (or willingness to undertake training).
- Experience working in a school or similar environment.
- IOSH, IPAF or NEBOSH qualifications.

Personal Attributes

- Dependable and approachable.
- Practical and hands-on.
- Able to remain calm under pressure.
- Committed to maintaining high standards of care for pupils, staff, and visitors.

Further Information

Hours of Work: Full time 37.5 hours.

A flexible approach is required, including out-of-hours and weekend work.

Salary:

Commensurate with experience.

All employees at Kirkham Grammar School are expected to:

- Embody and promote the school's values and ethos.
- Make effective use of technology to support and enhance learning.
- Commit to ongoing professional learning and reflection.
- Prioritise student wellbeing, inclusion, and safeguarding in all aspects of their journey through the school environment.

Closing date for applications: 23/09/2025

Proposed interview date: Week commencing 29 September 2025.

Applications:

By application form and supporting letter/CV to:

Mrs A Roberts
HR Manager
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

Or Email: A.roberts@kirkhamgrammar.co.uk

The post is subject to completion of the school's application form, two satisfactory references, DBS clearance and verification of qualifications.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people.