



POSITION DESCRIPTION

Role	Facilities General Hand
Team	Facilities
Reports to	Head of Grounds and Facilities
Team Members	Facilities General Hands
Employment Type	Full-time, Monday to Friday
Key Relationships	Facilities Team, Staff, Suppliers and Contractors

The Role

The Facilities General Hand supports the Facilities Team in the ongoing upkeep of the School, ensuring that all facilities are maintained to a high standard and are ready to support a wide range of internal and external activities, including bus driving duties (up to 35 seater). A successful candidate will contribute to the safe, efficient, and effective day-to-day operation of the campus, demonstrating a proactive approach and a strong commitment to quality and teamwork. You will join a small, collaborative, and high-performing Facilities Team that takes pride in delivering a well-maintained and welcoming environment for staff, students, and visitors.

Skills and Attributes

- Trade qualifications preferable
- MR Licence or willingness to obtain
- Passenger Transport Driver (PTD) Authorisation or willingness to obtain
- Demonstrated ability to prioritise work dynamically in a fast-paced environment
- Proven ability to show initiative, motivation, and lateral thinking when responding to tasks and challenges
- Sound understanding of, and ability to apply, risk management principles in day-to-day work
- Previous General Hand or facilities experience is desirable

Key Responsibilities

- Provide student transport services, including driving a range of School vehicles such as buses (as required).
- Undertake minor general repairs and maintenance of buildings, fixtures, and fittings under the direction of the Head of Grounds and Facilities.
- Carry out basic carpentry, cabinetry, plastering, and painting tasks as required.
- Assist with the set-up and pack-down of School events and functions.
- Support the relocation of furniture and equipment across the campus.
- Assist with the unlocking of School premises when required.
- Manage mail collection and internal deliveries.
- Assist the Head of Campus Projects with refurbishment and demolition works when required.
- Identify and report building maintenance issues in a timely manner.
- Ensure all works are completed within agreed timeframes and aligned with organisational priorities to support daily School operations.
- Undertake other duties as directed by the Head of Grounds and Facilities and the Head of Campus Projects.