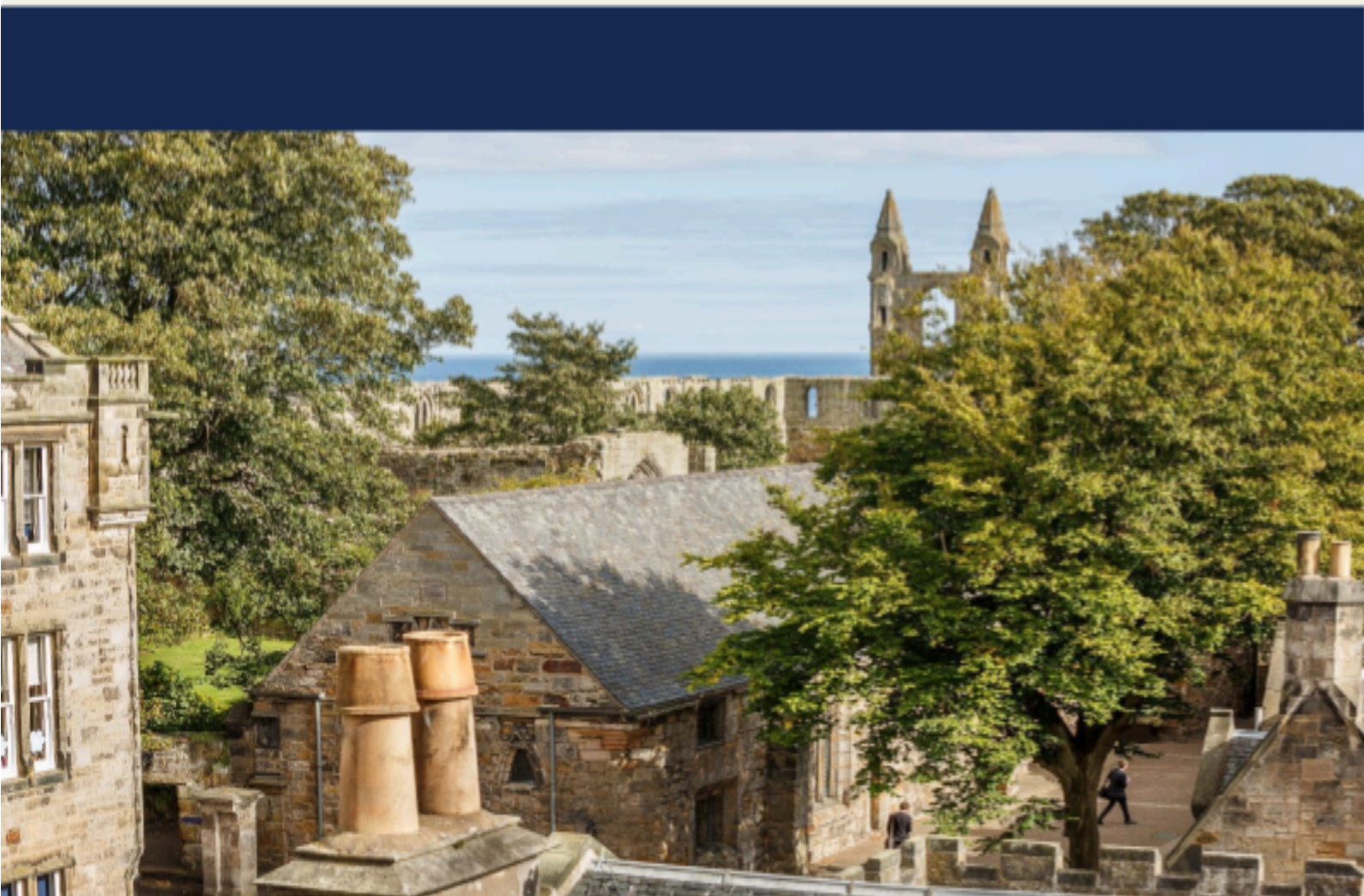




St Leonards
St Andrews

FACILITIES ASSISTANT
INFORMATION PACK



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Facilities Assistant

Responsible to: Estates and Facilities Manager

Responsible for: n/a

Salary: Grade 2 - £25,077.00 - £27,063.00, commensurate with the level of skill and knowledge of the applicant.

Hours of work: Full time, 37.5 hours per week - As per shift system, 5/7 days.

Job Purpose:

The position of Facilities Assistant at St Leonards School is one of responsibility, requiring a person of high standards, service and efficiency. The duties include day-to-day setting up in preparation of school events, deliveries around school campus, mail runs, supporting school out of hours commercial activities and other general duties required within a busy and fast paced independent school. The remit of the Facilities Assistant is to provide a high level of customer service; assisting the teaching staff with movement of teaching aids and furniture, setting up assemblies and parents evenings etc. This role forms part of the Support Team and is ultimately responsible to the DFO through the Estates and Facilities Manager.

Discover St Leonards

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 530 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 38 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022,

Independent School of the Year 2024 for Academic Performance (A Level/IB) and most recently Scotland's Independent School of the Year 2026 for Academic Excellence by the Sunday Times.

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another

opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we

aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life,

Ad Vitam.

Facilities Assistant - Daily Duties:

- Ensure the school buildings are open in time for staff and pupil arrivals.
- Work in compliance with the school Health & Safety policy and ensure this is carried out by other members of the domestic cleaning team
- Monitor the Janitorial Helpdesk, minimum of twice daily, and complete requested tasks in a timely manner to support school requests and functions.
- Work with other team members with regards to 3 weekly shift patterns: dayshift, weekends and evenings.
- Monitor the school diary for events and functions and facilitate setting up of furniture and tables as appropriate.
- Engage with the catering team and support delivery of refreshments as required by the Catering Manager.
- In the absence of the Cleaning Supervisor, oversee and liaise with the domestic cleaners on daily issues that may arise.
- Carry out weekly testing and recording of building fire alarms as directed by the Estates and Facilities Manager.
- Support the domestic cleaning staff with delivery of cleaning supplies, washroom supplies and cleaning equipment.
- Out of hours cleaning as required, including responding to emergencies such a child having been sick, to support commercial lets and school events. Post clear up from school events and post cleaning from commercial activities before school resumption.
- Regularly monitoring of both inside and outside areas, including parking areas and around boarding houses for build up of unsightly litter and clearing up appropriately.
- Assisting and giving guidance and directions to school visitors. Maintaining up to date parking signage and displaying visitors signage as requested by the school management teams.
- Escort tradesmen or inspectors around buildings as directed.
- Deliver mail and packages to the boarding house community as required.
- Liaise with the Cleaning Supervisor on any cleaning related issues.
- Carry out weekly inspections, including cleaning both inside and out of the minibus fleet and facilities assistants van and deliver reports into the Commercial Operations Manager in a timely manner.
- Engaging and responding to residential commercials lets guests as required.
- Responding with emergency out of hours requests from duty staff outside of normal school hours.
- Providing cover to other facilities assistants in times of absence.
- Ensure availability to commercial users of the school premises to arrange access to campus, access to appropriate buildings and represent the school to handle any queries.
- Monitor who is on campus during shift hours and approach and challenge anybody who cannot be identified.
- Monitor behaviour and any damage on campus and report expeditiously to the Estates and Facilities Manager. Notifying the Estates and Facilities Manager of any material problems or contentious matters under your area of responsibility.
- Secure the school premises at the end of the day ensuring buildings have windows closed, lights switched off and doors secured by both combination lock and main lock.
- Attend and complete training courses pertinent to the role. This may include minibus driving assessor, swimming pool plant water testing and other commercial supporting training deemed required.

- Carry out other duties as may be pertinent to the successful function of the school as directed by members of the school management team.

Person Specification

Criteria	Essential	Desirable
Education, Training and Qualifications		Retired member of HM Forces. Trained in various aspects of Health & Safety and manual Handling. Conversant with Google Docs, Microsoft Office Word and Excel
Skills	Ability to understand and comply with work instructions (written and verbal). Ability to multi-task. Understanding the operational needs of the school ahead of personal arrangements. Prioritising helpdesk tasks around operational requirements of school and commercial activities	Knowledge of working within an educational environment Experience of supervising cleaning staff
Knowledge		Working knowledge and familiarity with commercial cleaning techniques.
Health	Physically fit to be able to undertake the range of duties outlined above.	
Other	Ability to work independently or as part of a team. An enthusiastic and positive manner. Demonstrates a flexible approach to the needs of the School and the Support team. Ability to deal with a variety of cleaning situations	Service driven.
Competencies	Essential	Desirable
Communication	Able to communicate clearly in a way people understand. Values the importance of open communication.	
Motivation	Keen to do things well and work steadily to meet targets. Enjoys challenges and is reliable under pressure.	
Customer orientation.	Treats customers fairly and consistently in a polite, professional manner and provides a high quality service on time.	Deals with enquiries and problems in a prompt manner. Is willing to go the extra mile to exceed customer expectations.
Attitude	Is happy to embrace and engage in new ideas and new ways of working. Is able to see the good that change can bring.	

Self Development	Is willing to undertake training and keep up-to-date with new techniques, knowledge or skills.	Will share knowledge with other colleagues. Will seek opportunities to learn and develop.
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THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

The postholder will be expected to promote and safeguard the welfare of children and young people and ensure all operational practices align with the School's safeguarding policies and procedures, including the management of contractors and visitors working across the estate and boarding environment. This role is subject to enhanced PVG clearance and all safer recruitment requirements including two satisfactory references, one of which must be the current employer.

Applicants must have the right to work in the UK.

Applications should be made via St Leonards [Teacheroo portal](#) .

Closing time and date for applications is 12.00 noon on Friday 17 July 2026.

Early applications are encouraged as St Leonards reserves the right to interview and appoint at any time.

Any questions may be directed to via our recruitment team recruitment@stleonards-fife.org in the first instance.

stleonards-fife.org

St Andrews, Scotland KY16 9QJ Registered Charity SC016693



