

Job Description

Role	Facilities Assistant	Location	Woodrow High House, Cherry Lane, Amersham, Bucks, HP7 0QG
Reports To	Facilities Manager	Team	Facilities
Salary	£26,632 p.a. (full time)	Hours of work	Weekdays (Mon-Fri), Up to 37.5 hours per week
Contract Type	Full time, working 37.5 hours per week; or part time, working morning or afternoon, with number of hours to confirmed by mutual agreement and business need.		

Summary Purpose - what you will be achieving

Our Facilities team works hard to ensure that every guest visiting Woodrow has a safe and memorable visit. You will be working alongside the wider team to maintain all buildings, including our Grade II listed Manor House and Leisure Centre, and the outside grounds and activity areas, to ensure the site is welcoming, tidy and safe for all. You will assist the Facilities Manager in ensuring we remain compliant with relevant Health & Safety legislation; and will be involved in various duties that contribute to the wider success of the Centre and London Youth.

About the role – what you will be doing

The Facilities Assistant provides logistical and maintenance support for the Woodrow estate and holds the following core responsibilities. This is not intended as an exhaustive list, and the job may change over time to reflect the changing needs of our centre, as well as the personal development needs of the post holder.

- **Grounds upkeep:**
 - General upkeep of the 26-acre estate grounds e.g. pruning, mowing, planting, tidying gardens
 - Keeping grounds, paths and hard surfaces safe and free of ice, snow, leaves, weeds, etc.
 - Maintaining the 3G astro pitch, cycle circuit and outdoor activity areas
- **Buildings maintenance:**
 - Undertake day-to-day minor repairs, e.g. patching, painting, leaky taps, hinges, caulking, etc.
 - Undertake cyclical/ seasonal jobs e.g. clearing gutters, drains, drain gratings, etc.
 - Support with biomass boiler maintenance and receive woodchip deliveries.
 - Support with basic utilities issues as they arise, e.g. heating, plumbing, electrical, etc.
- **Health and safety:**
 - Undertake routine safety/compliance checks of all facilities including among other things legionella temperature audits, emergency equipment inspections and tests, etc.
 - Support the FM with risk assessments and work procedures relevant to the role
 - Maintain accurate records of all work carried out using systems in place for auditing
- **General duties:**
 - Basic joinery, carpentry and build projects done in house, under direction of the FM
 - Supervise outside contractors to ensure all jobs are carried out to agreed standards
 - Supervise corporate volunteer groups who support us with gardening or build projects
 - Support with setup and occasional on-the-day attendance at various events
 - Undertake other duties as reasonably requested by London Youth’s management that ensure the ongoing success of the charity and delivery of excellent customer experiences

Issue date: June 2026

About you – what you bring to the role

Essential Experience, Knowledge & Skills

We do not expect candidates to have expertise in all areas, but at a minimum experience of minor buildings repairs and maintenance and groundskeeping work is essential to this role. Training will be provided to address some gaps where necessary and relevant.

- Experience with grounds maintenance including tree and lawn care, gardening, etc.
- Experience of maintenance in heating, plumbing, electrical systems
- Demonstrable good practical DIY skills, including decorating, joinery, carpentry, repairs, etc.
- Experience using power and maintenance tools, including small tractor with mower, jigsaws, strimmers, etc.
- Demonstrable understanding of Health & Safety regulations relevant to this type of role; the importance of compliance, evidencing and contributing to this
- Hold a good level of fitness and able to work outside in variable weather conditions
- Experience of conducting regular compliance checks, recording and reporting on them
- Able to use digital systems for record keeping, including Microsoft Office and various apps
- A current driving licence (tractor experience is also desirable)

Qualifications in the use of a chainsaw, power tools, tractor driving, pool plant are desirable.

Attributes and Behaviours

- Someone who takes pride in their work and enjoys getting things done
- Customer centric mindset and a firm commitment to customer excellence and safety
- Able to quickly establish a rapport and build effective relationships with a wide range of people
- Composed demeanor and calm under pressure, able to dynamically prioritise and problem solve
- Keen attention to detail, following procedures and recording actions reliably and consistently
- Able to work independently, demonstrating proactivity and initiative
- Collaborative team player with a willingness to work effectively with others
- Self-motivated with a positive attitude, growth mindset and keen willingness to develop
- Willing to both give and receive direction from others
- Impeccable work ethic with a practical, flexible, and dynamic approach to work
- Absolute commitment to London Youth's principles of equality, diversity and inclusion

You will be able to demonstrate our values of being:

- ambitious
- collaborative
- inclusive
- accountable

If this role is for you, please submit your application through London Youth's careers page. It is essential that in your written application you give evidence of examples of proven experience/skills for 'what you will bring to the role' criteria.

If you have questions regarding this role, please email woodrow.recruitment@londonyouth.org or ring 01494 433531 and ask for the Facilities Manager, Mark Saville.