

The Folkestone School for Girls - Job Description

Premises Assistant

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

Post Title:	Premises Assistant
Post Holder:	
Specific Duties	<p>Under the direction of the Premises Manager and the Estate Manager to carry out duties linked to the safe and effective operation, maintenance, cleaning and security of the buildings, grounds and plant, ensuring compliance with all health and safety issues, fire regulations and other statutory requirements.</p> <p>Areas covered:</p> <ul style="list-style-type: none"> ▪ Security and Safeguarding ▪ Caretaking ▪ Maintenance; ▪ Driving
Purpose:	<ul style="list-style-type: none"> ▪ To work under the direction of the Premises Manager and the Estate Manager ▪ To ensure that the working environment is safe, secure and clean at all times ▪ To make a personal contribution towards the environmental aims of the school
Reporting To:	Premises Manager and Estate Manager
Liaising With:	All non-teaching and teaching staff, plus external suppliers of goods and services related to the premises.
Contract Type:	<p>Full time. The Premises Assistant works a shift pattern based on a rota and is expected to be on duty out of normal school hours when the rota system dictates and should the need arise for example to cover sickness; annual leave; lettings and in an emergency. The list of examples is not exhaustive. There are 3 shifts. The start and finish times of these shifts may be varied to suit the business needs of the School. The rota will be prepared ideally 8 weeks in advance, by the Estate Manager. The Premises Manager and Premises Assistants (x2) will apply for annual leave, using the electronic request system. All requests will be subject to approval by the Estate Manager. Annual leave will not be approved where the operational and security needs of the school cannot be accommodated by adjustments to the rota as organised by the Estate Manager.</p>
Disclosure Level:	Enhanced
FSG Scheme	Band 5
Main/Core Duties	
Main Duties:	<p><i>All main duties below are under the direction of the Premises Manager and the Estate Manager:</i></p> <p><u>Buildings and Surrounds</u></p> <ul style="list-style-type: none"> ▪ To carry out repairs and assist with minor maintenance & improvement projects

- To monitor external contractors and escort visitors as directed by the Premises Manager
- To routinely keep pathways and routes clear; particularly in extreme weather conditions, maintaining safe access and movement around the site
- To complete allocated tasks upon instruction from the Premises Manager and Estate Manager
- To maintain a tidy site ie litter picking; sweeping; cleaning and refuse management as required
- To undertake routine visual inspections of the premises when locking and unlocking
- To undertake inspections as directed by the Premises Manager and the Estate Manager;
- To alert the Premises Manager should deterioration be apparent in any area;
- To update files and logs as directed by the Premises Manager
- To monitor cleaning standards and report quality issues to the Premises Manager

Security

- To be responsible for locking and unlocking the premises and checking that boundaries are secure;
- To man the premises during external lettings and 'out of normal hours' events;
- To understand the basic operation of the school sound & lighting systems to assist external organisers at lettings if required
- To arrive on the premises within 30 minutes of being notified of an emergency;
- In the event of an emergency, carry out a visual inspection of the premises (giving due care to personal safety) and summon additional assistance/services as required;
- To be the 'out of hours' emergency contact as required by the staff rota
- To understand and operate the security system and, when necessary, liaise with the company contracted to maintain the systems;
- To understand the operate the fire alarm systems as required

Plant and Equipment

- To monitor all plant on premises ie: heating, water, ventilation, lighting etc;
- To understand and be able to control the heating systems
- To report faults that cannot be repaired in house to the Premises Manager
- To undertake meter readings of all meters on the premises and provide readings to the Finance Manager;
- To maintain premises team tools in good condition; stored safely and ready for use
- To keep Personal Protective Equipment in good order
- To undertake general caretaking duties ie movement of furniture; equipment; stores; parcels around the site

Health & Safety

- To follow procedures with regard to evacuation and emergency procedures;
- To make every effort to ensure the safety of contractors whilst on premises and users of the premises after normal school hours;
- To test the fire alarm on a weekly basis;
- To monitor the condition of fire extinguishers;
- To maintain fire escapes and crash bars;
- To store all hazardous goods and chemicals safely
- To undertake Portable Appliance Testing as required and update records
- To maintain all equipment and machinery on the school premises in good order;
- To train in the relevant Health & Safety Techniques required to ensure safe working practices are adopted for daily working;
- To read the premises Asbestos Register and know where asbestos is present on the premises before carrying out any intrusive works.
- To alert the Premises Manager and Estate Manager to potentially dangerous situations;
- To act immediately in hazardous situations, having care for personal safety and that of others, to make the situation safe and report to the Premises Manager and Estate Manager
- To ensure safe car parking, particularly with reference to emergency vehicles;
- To ensure pathways are cleared of debris;

	<ul style="list-style-type: none"> ▪ To provide first aid cover; ▪ To take reasonable care of their own health and safety and that of others who may be affected; ▪ To inform the Premises Manager of any matters which would reasonably be considered to present a shortcoming in the arrangements for health and safety; <p><u>Transport</u></p> <ul style="list-style-type: none"> ▪ To carry out all daily routine safety checks on the minibuses before use by others ▪ To check records and logs are updated ▪ To drive the minibuses to the garage for renewal of MOT certificates; ▪ To oversee the general day to day running arrangements of the minibuses ▪ To keep the minibuses clean; ▪ To transport students, staff and equipment by driving the school minibus when necessary.
Additional Duties:	<ul style="list-style-type: none"> ▪ To undertake training as necessary. ▪ To follow procedures with regard to evacuation and emergency procedures. ▪ To take reasonable care of his/her own health and safety and that of others who may be affected. ▪ To engage actively in the performance management review process and to undertake reviews as required. ▪ To continue personal development as agreed at your PMR. ▪ To address the appraisal targets set by the line manager. ▪ To carry out duties as outlined in the targets set each year. ▪ To undertake any other duty as specified by the Estate Manager or Senior Leadership Team and not mentioned in the above. ▪ To train in all key tasks carried out by premises colleagues so that a backup could be provided if necessary. ▪ To play a full part in the life of the School community, to support its distinctive aim and ethos ▪ To adhere to the School's policies. ▪ To inform the Estate Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety. ▪ To show a record of excellent attendance and punctuality.

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder:

Job Description Reviewed

Signature of Post Holder:

Signature of Appraiser:.....

Date:

Office Use:

Signature of Personnel Manager:

Date: