



Job Description

Post Title:	Premises Assistant
Responsible to:	Head Teacher, Premises Manager
Functional links with:	Head Teacher, Central Team, Staff and Cleaners
Main Purpose of the Job	To assist with all matters relating to the maintenance, security and safety of the school site.
General Responsibilities	<ul style="list-style-type: none"> • 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. Post holders are subject to an enhanced DBS check. • Support the aims and ethos of the school as defined in the school prospectus. • To set a good example in terms of professional dress and appearance, punctuality, and attendance. • Take responsibility for personal development making full use of the school's professional development opportunities and training. • To attend team and staff meetings as appropriate, contributing actively whenever possible. • To provide a courteous, prompt and polite service to all members of the school's community, including governors, parents, students, all staff, contractors and suppliers and other visitors. • To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed. • Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. • To report breaches of school policies or procedures to the Headteacher.
Specific Responsibilities Premises Management	<p>The duties encompass, within reason, whatever needs to be done in the context of operating the school's premises. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Supporting the Premises Manager to carry out minor repairs to the site and equipment such as minor adjustments to doors and windows, replacement of locks, decorating, general carpentry repairs, etc. • Ensuring that visitors/contractors have signed in with the main reception correctly in line with Safeguarding guidance. • Liaising with the Headteacher/Premises Manager to supervise approved contractors whilst on site ensuring work is carried out to the correct standard. • Undertake keyholding duties as required by the Headteacher. • Supporting the Premises Manager to ensure that fire appliances are tested at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testing and evacuations. • Assist the Premises Manager in monitoring the standards of the cleaning and grounds maintenance contractors and reporting back to the Headteacher.



- Carrying out emergency duties during the school day, e.g. removal of body fluids, broken glass, ice, debris thrown into garden and damage caused by vandals, flood, fire etc.
- Carry out daily visual check on all play equipment and report any defects to the Premises Manager/Headteacher.
- Support the Premises Manager to keep the premises free from pest infestation
- Move and distribute furniture, equipment, orders, outside play equipment etc and assist other staff in moving heavy loads where necessary.
- Organise and keep clean, tidy and safe, the dustbin area.
- Carry out grounds maintenance tasks, for example clearing leaves, as directed by Premises Manager.
- Carry out daily perimeter walks to ensure that all fencing is secure.
- Be aware of the safety and Control of substances hazardous to health (COSHH) regulations and take action where hazards are identified.
- Assist Premises Manager with risk assessments, ensuring compliance with all health and safety responsibilities for example COSHH, ladders, asbestos, legionella.
- Take meter readings and submit them on the Trust portal.
- Prepare the school site in the event that snow or ice is forecast.
- Assist with clearing of snow and ice in order to keep the school open wherever possible.
- Perform basic drain clearance duties.
- Support lettings, opening and closing the school if necessary, with agreement in advance.



Person Specification

Premises Assistant

<p>Qualification and Experience</p>	<ul style="list-style-type: none"> • To be able to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc. • Work towards Risk Assessment & Health & Safety qualifications
<p>Abilities, Skills and Knowledge</p>	<ul style="list-style-type: none"> • To have a full and clean UK driving licence. (Desirable but not essential) • Understanding of the School's ethos, vision and values. • Willingness to learn how to undertake minor DIY repairs & maintenance. • An ability to use relevant technology to an appropriate level, for example, computer/tablets and other relevant office equipment. • Be able to communicate effectively with Head teacher, Governors, teaching and support staff, parents and students, visitors especially contractors on site, cleaning staff or contract cleaning supervisor as appropriate. • Show initiative and imagination in solving problems. • Be prepared to work independently on own initiative and without direct supervision as well as work as part of a team. • Exhibit high moral standards in dealing with confidential and sensitive situations. • Be co-operative, flexible and responsible. • Willingness to undertake training in the following areas: <ul style="list-style-type: none"> ○ Health & Safety at work ○ Awareness of Control of Substances Hazardous to Health (COSHH). ○ Knowledge of legionella and asbestos management systems. ○ Manual handling. ○ Working at Height ○ Fire Safety Awareness • Willingness to learn how electrical/mechanical systems work and carry out basic fault finding. • Willingness to learn to use small industrial, electrical and mechanical equipment • Previous experience in caretaking or maintenance is not essential but would be an advantage.