

Ightham Primary School

KENT COUNTY COUNCIL

JOB PROFILE

(Standard Job Description, Skills and Behaviours for the Job)

SECTION 1

JOB FAMILY	Premises Support
JOB PROFILE TITLE	Premises Support 6 (normally apply to Caretaker and Handyperson posts)
GRADE	KR3
DATE	September 2023

Summary of Job:

Ensure the security of the establishment, provide a cleaning and general maintenance service of internal and externally buildings and surrounding areas. Specific duties will vary according to the establishment.

Outline of Main Duties:

1. If required by the establishment, maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences, acting as key holder for out of hours contact to maintain a safe environment.
2. Undertake the general checking and cleaning of some parts of the establishment, as directed, and if required cover for any absence of the cleaner i.e. dusting, vacuuming, cleaning toilets, emptying bins, etc., to ensure a tidy environment is maintained.
3. Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc., and if required grass cutting and grass maintenance to maintain a clean and tidy environment.
4. Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment is maintained.
5. Maintain adequate supplies of cleaning materials and supplies (oil, light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishments needs.
6. Attend training courses as required and assist in the training of other premises support staff as directed.
7. Comply with Health & Safety, Fire Regulations and other County policies

According to the requirements of the particular establishment some or all of the following duties may be required:
8. Ensure guttering is kept clean.
9. Ensure windows are cleaned both inside and outside.
10. Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.
11. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
12. Escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.

Note: Where a job holder carries out duties which are not included in the Main Duties above, these can be attached to this Job Profile.

It is recognised that some job holders may not carry out all the Main Duties in their particular place of work.

