****

**Premises Assistant**

**Job Description**

|  |  |
| --- | --- |
| **Grade:** | **Kent Range KR3**  *(38 weeks plus holiday entitlement)* |
| **Responsible to:** | **Site Manager** |

**Purpose of the Job:**

To be responsible for the security, caretaking, cleaning, general maintenance needs of the premises

**Key duties and responsibilities:**

1. To ensure the site, both buildings and grounds are maintained and are tidy in appearance, and provide a safe and welcoming environment for pupils and staff.
2. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including carpentry and plumbing to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
3. Maintain security of the site i.e. opening and closing of the premises including those for lettings, fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
4. Ensure the contract cleaners carry out their tasks reporting any issues to the Contract Cleaning Supervisor and the Site Manager.
5. Arrange emergency repairs in liaison with the Site Manager.
6. Monitor the boiler to ensure it is kept running on a day to day basis to meet the establishments needs.
7. Provide a porterage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
8. Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
9. Setting up of the hall and rooms when needed e.g. open days, parent evenings.
10. Monitor and process timesheets and lettings arrangements.
11. In conjunction with the Site Manager and other caretaking staff, undertake regular health and safety checks
12. Carry out regular compliance checks in accordance with the schedule e.g. water temperature testing, for which the necessary training will be provided.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: …………………………………………… Signed: ……………………………………………

Date: …………………………………………… Reviewed: May 2024.STK

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.