



## Job Description: Premises Assistant, Chilmington Green School

### 1. ROLE TITLE

Job Title:	Premises Assistant
Reporting Line:	Cluster Premises Manager
Hours:	37.5 hours per week, shifts TBC.
Salary:	£24,203 per annum.

### 2. PURPOSE OF ROLE

To provide efficient and effective premises and site support to the school and ensure a safe and secure environment.

### 3. RESPONSIBILITIES

Key duties:

1. Ensure that the buildings and site are secure; undertake routine checks to ensure the site is a safe environment for students, teachers and visitors and report any hazards.
2. Undertake minor repairs and maintenance of the buildings and site as directed by the Premises Officer.
3. Coordinate deliveries and undertake general portage duties, including moving furniture and equipment within school.
4. Assist with the setting up of spaces for assembly, lettings and other school events, liaising with the lettings company where appropriate.
5. Monitor cleaning of allocated areas in line with specified standards.
6. Refill and replace soap, towels and other materials and advise stock replenishment requirements.
7. Dispose of and monitor volume of recyclable and residual waste in line with school's sustainability ethos.
8. Take meter readings from designated sites around the premises and complete appropriate records.
9. Ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free, safe and well maintained.
10. Ensure that school minibus vehicles are satisfactorily maintained and report any defects to the Premises Officer. Act as minibus driver when required.
11. Clean up any accidental spillages.





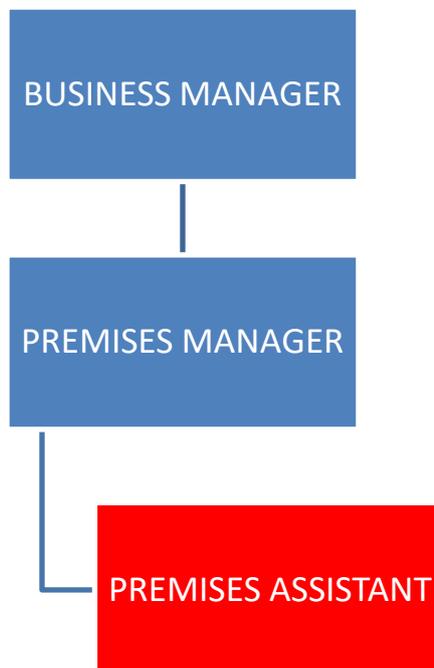
12. Lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the premises at all times.
13. Provide administrative support to the Premises Officer, e.g. updating trackers, annual maintenance and service bookings, proactive H&S monitoring activities.
14. Run ad hoc errands as directed by the Premises Officer.

Any other duties required, commensurate with the responsibility and level of this post.

Individuals in this role will also undertake the following on a rota system:

1. Act as a designated key holder, responding to calls outside of normal working hours, and provide access to premises in emergency situations such as flooding.

#### 4. ORGANISATION CHART





## 5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Good level of literacy and numeracy with ability to maintain accurate records.
- An understanding of Health & Safety and security issues.
- Ability to understand and apply school policies related to the post, including those that relate to pupil contact.
- Ability to undertake a range of basic repairs and maintenance tasks.
- Ability to safely use a range of tools / cleaning equipment relevant to post.
- Familiarity with O365 and cloud based computing.
- Good communication and interpersonal skills.
- Good organisational skills with ability to prioritise.
- Ability to work with minimum supervision.
- Willingness to undertake personal development and training.
- Flexible – prepared to work some hours outside normal working hours.

### DESIRABLE

- Craft skills, e.g. plumbing, carpentry or previous experience in a premises role including repairs and maintenance.
- Previous experience in school premises or facilities management.
- An understanding of the context in which schools are operating.
- Ability to undertake risk assessments in relation to premises function.
- A knowledge of good security practices.

