

Job Description

Job Title	Premises Assistant	Reporting to	Site and Facilities Manager
Job Purpose	<ol style="list-style-type: none"> 1. To work within the Premises Team to provide a professional, responsive service to the Academy Staff 2. To work within the Premises Team to ensure the safety of students, staff and visitors to the Academy 3. To move items of Academy furniture, equipment or deliveries as required 4. To assist in daily cleaning routines 5. To assist with general maintenance and repairs around the Academy 		
Liaising With (internal)	Staff and Students	Liaising With (external)	Visitors to the Academy, Contractors
Supervising		Contract	52 weeks – Full time Academy Band 4 £18,049
Key Responsibilities	<ol style="list-style-type: none"> 1. To carry out portorage of furniture, equipment or deliveries as required including the movement of furniture for examinations, parents' evenings, school functions, hirers etc. 2. To be aware of the Academy Health and Safety Policy and keep up to date with Health and Safety Regulations 3. To monitor and clean agreed areas during the school day and holidays maintaining the Academy site in a clean condition 4. To be responsible for the locking and unlocking of the site and support in the undertaking of routine checks as required. 5. Ensure footpaths, car parks and paved areas are kept clean and clear of hazards. 6. To assist with general maintenance, repairs, painting and decorating in and around the Academy 7. To repair and to maintain in good working order Academy furniture, equipment and fittings. 8. Participate in the Premises team out of hours call out system 9. Perform other such duties as reasonable corresponding to the general character of the post 		
Compliance, Restrictions & Enablers	<p>Compliance with all policies and procedures of the Academies including, but not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Security • Data Protection legislation and best practice • Freedom of Information legislation and best practice • Child Protection, including DBS enhanced disclosure requirements • Equal Opportunities & Diversity 		

Person Specification

Job Title	Premises Assistant Apprentice	Reporting to	Site and Facilities Manager	
			Essential (E) or Desirable (D)	Evidence
Education, Qualifications, Training				
<ul style="list-style-type: none"> • Good Literacy and Numeracy (GCSE Maths and English or Equivalent) 			E	Application
Skills, Knowledge & Experience				
<ul style="list-style-type: none"> • Experience of working as a premises assistant • ICT skills including use of e-mail and the internet • Ability to organise and prioritise workload to achieve deadlines. • Good communication skills (written, verbal, face-to-face, telephone) 			D E E E	<i>Application/Interview Application/Interview Application</i>
Personal Qualities				
<ul style="list-style-type: none"> • Able to build effective and positive working relationships • Organised and methodical approach to work • Professional, discrete, diplomatic • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 			E E E E E E	Reference/Interview Reference/Interview Reference/Interview Reference/Interview Reference/Interview Application/Interview

All employees are subject to an enhanced DBS.