



Learning and caring together, building a firm foundation for the future

Holy Trinity CE Primary School

Job Description: Premises Support

Kent Range	KR3
Hours	
Responsible to:	Line Manager

Purpose of the Job:

Ensure the security of the establishment and provide a cleaning and general maintenance service.

Key Duties and Responsibilities:

1. Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs and woodwork to ensure the site is a safe environment for students, teachers and visitors.
2. 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 to maintain a safe environment.
3. Assist the cleaners, and cover for any absences, in general cleaning of the premises i.e. buffing wooden floors, cleaning toilets, to ensure a tidy appearance is maintained.
4. Assist in the monitoring of the boiler, ordering supplies to ensure it is kept running on a day to day basis to meet the establishments needs.
5. Provide a portering service for deliveries to ensure supplies are correctly handled and appropriately delivered.
6. Assist in taking meter reading from appropriate sites around the establishment to ensure invoices received are correct and budget monitoring is maintained.
7. Assist relevant staff in the setting up and tuning of TV's and videos to ensure the establishments needs are met.
8. Deputise for the Senior Caretaker when necessary, including dealing with computerised time sheets, attending meetings to ensure the schools needs are met.



Support for the school

9. Support the development and effectiveness of team work within the school environment.
10. Develop and maintain working relationships with other professionals.
11. Review and develop own professional practice.
12. To adhere to the ethos of the school and
 - a. promote the agreed vision and aims of the school
 - b. set an example of personal integrity and professionalism

Safeguarding

13. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.
14. Take responsibility for promoting the safeguarding and welfare of all children and young people.
15. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
16. To ensure tasks are carried out with due regard to Health and Safety.
17. An enhanced DBS check is required for all post holders and successful applicants.



Person Specification: Premises Support

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	Criteria
TECHNICAL SKILLS AND QUALIFICATION	<p>Use of a range of basic tools and machinery, e.g. lawn mowers, kitchen equipment, cleaning equipment, etc.</p> <p>Follows work routines/instructions</p> <p>Day to day operational maintenance of plant and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc.</p> <p>Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc.</p> <p>May require a driving licence</p>
OPERATIONAL KNOWLEDGE	<p>Knowledge across a number of jobs, services and/or processes within the area/site</p> <p>Knowledge of how own job fits into the activity and role of the area/site</p> <p>Knowledge of a range of other jobs in the area/site</p>



PLANNING AND ORGANISING

- Knows how to organise own work load
- Knows how to prioritise work and deliver on time
- Contributes to day-to-day smooth running of the unit or process
- Able to maintain accurate and timely records as required by the role
e.g. cash returns, client diaries etc.
- Identifies and knows how to solve every day job-based problems in liaison with supervisor

WORKING WITH PEOPLE

- Understands the requirement for working with others and in teams
- Able to form effective working relationships needed for the job
- Able to deal with others courteously and in an acceptable manner

COMMUNICATION

- Able to communicate factual information politely and courteously
- Has everyday spoken skills e.g. telephone and face-to-face conversations
- Has basic written and numeric skills appropriate to the job

	<ul style="list-style-type: none"> • Able to listen, observe and report information to supervisor • Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness • Understands and applies confidentiality relevant to the client group, job and workplace. 	
6	Money Skills None applicable	0



7	<u>Health and Safety</u> <ul style="list-style-type: none">• Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">- manual handling;- safe use of machinery and/or equipment;- COSHH ;- First Aid and Hygiene Practice;- lone working procedures and responsibilities• Able to recognise and to deal with emergency situations	2
8	<u>Equality</u> <ul style="list-style-type: none">• Understands equal opportunities• Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager	1

Behaviours for Success:

The “Behaviours for Success” framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are set out in the Behaviours for Success Dictionary. These are grouped under four headings:

1. Focussing on the customer

- how we work with both internal and external customers and service users to provide a customer focussed service

2. Personal Resourcefulness

- how we enhance our personal ability to deliver an excellent service

3. Relationship Building

- how we work with colleagues and partners

4. Managing for Success (for managers)

- how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within KCC. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.