Towers School and Sixth Form Centre 

**Job Description:** Premises Support and Lettings Assistant. (Weekdays)

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| **Pay Grade: 2** |  |

**RESPONSIBLE TO:** Site Manager

**Purpose of the Job:**

To ensure security of the school site outside of school hours and to provide cleaning and general maintenance service.

**Key duties and responsibilities:**

1. Undertake small maintenance tasks around the school as requested by the site manager, this may include decorating and general repairs to ensure the site is a safe environment for students, staff and visitors.
2. Maintain the security of the premises.
3. Ensure all necessary facilities are available for lettings hire incl. meet and greet and completion of lettings timesheets.
4. Assist the cleaning team ie. Cleaning floors, toilets, windows and any other ongoing necessary works to ensure a tidy appearance is maintained.
5. Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
6. Perform duties in line with health and safety regulations(COSHH) and take action where hazards are identified, report serious hazards to line manager.
7. Collect and dispose of waste.
8. Provide a portering service for any deliveries to the site.
9. Assist staff in the setting up of classrooms or exam halls as and when requested.
10. Minibus servicing incl. Cleaning and checking of water, petrol and oil.

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**Person Specification:** Security and Lettings

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

Applicants should describe in their application how they meet these criteria.

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **QUALIFICATIONS** | * Everyday spoken English eg, Telephone and face-to-face conversations * Basic written and numeric skills appropriate to the job | * First Aid at Work * Driving licence |
| **EXPERIENCE** |  | * Experience of working in a school setting. * Prior security or caretaking roles * Previous use of cleaning equipment. |
| **SKILLS AND ABILITIES** | * Able to work on own initiative, unsupervised. * Able to work within set routines. * Communication; Able to communicate factual information politely and courteously. Has basic written and numeric skills appropriate to the job. Able to listen, observe and report information to supervisor. * Able to deal with others courteously and in an acceptable manner. * Able to form effective working relationships needed for the job. * Understands the requirement for working with others and in teams. |  |
| **KNOWLEDGE** | * Health and Safety; Understands and able to apply. Health and Safety procedures relevant to the job such as:   Manual handling, safe use of machinery and/or equipment, COSHH, lone working procedures and responsibilities   * Able to recognise and to deal with emergency situations |  |