



## Job Description

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### Job Title Premises Support Assistant

**Grade:** Kent Range 3

**Hours:** 10 hours per week

**Weeks:** 43 weeks

**Salary:** £17769 to £18039 (pro rata)

Hours of work: 07:00-07:30 and 16:45-17:15 Monday to Friday

**Based at:** Primarily based at Petham Primary School but may be expected to work at any Trust site as directed by management. Travel between Trust sites may be required

#### Main Job purpose

To work under the direction of the headteacher undertaking general repairs and maintenance inside and outside of the school premises to ensure a safe environment is maintained.

Perform duties in line with Trust and school policies, observing safe working practices in adherence with health and safety requirements.

#### Main responsibilities:

The post holder will refer all but the most routine issues/queries regarding the organisation and quality of work to the Headteacher for action or a decision:

- Act as a designated key holder allowing emergency access to the site, liaising with police and alarm company. Securing school premises following out of hours intruder alarm activation.
- Lock and unlock school buildings as required. Ensure security of all windows, doors, gates and fire exits. Switch on/off lights as appropriate when locking up.
- Ensure safe pedestrian access by keeping paths, access points and entrances free of mud, leaves, moss, snow and ice.
- Undertake range of handyperson duties (i.e. those not requiring a qualified craftsperson) as directed by the Headteacher, that contribute to the maintenance of the school premises (e.g. repairs to fittings and small-scale improvements, repairs to taps and cisterns, erect shelves/notice boards etc, clear blockages from sinks traps and toilets, assemble flat pack furniture).
- Assist with health and safety checks including visual checks of the site, maintaining records as directed, reporting any defects of buildings, furniture, fittings and equipment to the Headteacher. Take action where hazards are identified, report serious hazards to the Headteacher immediately. Record checks as directed in accordance with the Trust system
- Assist with health and safety compliance checks as directed
- In addition to the monthly checks visually check tools and ladders prior to each use
- Keep external school signage clean and free from algae
- Undertake general portage duties including moving furniture and equipment within school.
- Clean designated areas of the school building and grounds according to instructions.
- Ensure outside areas are free from litter, emptying bins etc. to maintain a clean and tidy environment
- Assist with operation and function of alarm and heating systems, report defects and malfunctions to the Headteacher. Advise the school office when oil needs to be purchased.
- Maintain caretaker/cleaning storage areas and cupboards in a clean and tidy condition. Ensure that the boiler

house is tidy and that no flammable material is stored there.

- Dispose of waste materials in a safe hygienic manner ensuring all bins are available for collection when required. Disinfect drains and dustbins regularly.
- Read and record meter readings as necessary.

Comply with policies and procedures relating to child protection, health and safety, data protection and GDPR reporting all concerns appropriately.

Always treat matters relating to all Trust, its constituent schools, staff and children as strictly confidential, adhering to the Data Protection Policy

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.

Attend training courses relevant to the post, ensuring continuing personal and professional development.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

**This role is subject to an enhanced DBS check.**

**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.

## Person Specification

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Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>Level 2 Diploma (or equivalent experience) and proficient technical and practical skills</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of using a range of basic tools and machinery e.g. cleaning equipment, handheld tools and general maintenance tools</li> <li>Basic DIY skills and the ability to undertake small scale decoration, repair and DIY tasks</li> <li>Knowledge of minor maintenance and repair</li> <li>Written and numeric skills to complete records and reports</li> <li>Understands and able to apply health and safety procedures relevant to the job such as:               <ul style="list-style-type: none"> <li>Manual handling</li> <li>Safe use of machinery and equipment</li> <li>Lone working procedures and responsibilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic health and safety rules and regulations including manual handling</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Able to recognise the importance of ensuring a safe and secure environment</li> <li>Able to prioritise own workload</li> <li>Able to contribute to the day-to-day smooth running of the school</li> <li>Able to maintain accurate and timely records as required</li> <li>Able to listen, observe and report information to a manager</li> <li>Able to solve basic problems and to identify those that should be referred to a manager</li> <li>Able to recognise and to deal with emergency situations</li> <li>Able to use maintenance equipment safely</li> <li>Able to work flexibly and enjoy a varied routine</li> <li>Demonstrably responsible, honest and reliable</li> <li>Friendly nature with a tactful, professional and flexible approach</li> <li>Able to manage own time effectively and prioritise workload</li> <li>Able to work as part of a team and to agreed targets</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant school policies which keep children safe in education. EG Safeguarding and Child Protection</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Discreet</li> <li>Good sense of humour</li> <li>Good time keeping and attendance.</li> <li>Appropriate levels of personal presentation</li> <li>Self-motivated and pro-active Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	
Values	<ul style="list-style-type: none"> <li>Commitment to Trust's aims and values</li> <li>Commitment to continuous personal development</li> <li>Honest and reliable, displays integrity and commitment to the Trust.</li> <li>To enrich children's lives</li> </ul>	