

JOB DESCRIPTION: AAT TRUST Premises Assistant (Twickenham Hub)

Location:	Central Trust – Main Office/Associated Sites
Post title:	AAT Trust Premises Assistant
Contract:	Permanent
Grade:	NJC Scale 5 – Sp 12-17
Hours of duty:	Full time, 52 weeks
(Part time hours, term time plus weeks can be considered)	
Reports to:	Premises Manager / Estates Manager
Collaborates with:	SLT/Premises/Estates

General Overview

The Premises Assistant will support the Premises Manager and school staff in helping to ensure that the three Hub sites in the **Twickenham and Ham Hub** are safe, clean, secure, and well maintained.

The postholder will carry out a range of practical, day-to-day premises duties and assist with basic maintenance, health and safety checks, and general site operations. The role will involve working across all three Hub locations, supporting consistent standards and responding to site needs as directed.

Key Responsibilities

1. Estates and Facilities Support (Site-Based)

- Assist with the day-to-day upkeep of buildings, facilities, and grounds across the three Hub sites.
- Carry out basic maintenance tasks and minor repairs as directed.
- Report any defects, damage, or maintenance issues on the appropriate system.
- Help keep classrooms, corridors, and outdoor areas clean, safe, and tidy.
- Support the setting up of rooms and equipment for school activities, events, and lettings.

2. Health, Safety and Compliance

- Support the implementation of Health & Safety procedures on site.
- Assist with routine checks such as fire alarm tests, emergency lighting checks, and basic safety inspections.
- Report any hazards or concerns promptly.
- Help ensure fire exits and escape routes are kept clear.
- Follow COSHH guidance when using cleaning materials or equipment.
- Report accidents, incidents, or near misses in line with procedures.

3. Support Across the Hub Sites

- Work across all three Hub sites as required to support daily operations.
- Assist with contractor visits, provide access and ensure sign-in procedures are followed.
- Help maintain basic records of tasks completed where required.

- Support premises staff in maintaining a consistent standard across all sites.

4. Security and Site Operations

- Assist with opening and closing of buildings where required.
- Help ensure sites are secure, including locking doors and checking windows.
- Support basic checks of lighting, heating, and other building systems.
- Assist with waste disposal, recycling, and general site cleanliness.
- Ensure Trust and School Safeguarding procedures are adhered to.

5. Communication and Teamwork

- Work as part of the premises team to support smooth day-to-day operations.
- Report issues clearly to line managers or relevant staff.
- Maintain positive working relationships with staff, pupils, and visitors.
- Follow safeguarding and site procedures when interacting with visitors and contractors.

6. Professional Conduct

- Take part in relevant training as required.
- Follow Trust policies and procedures at all times.
- Be flexible and willing to support across different tasks and sites.
- Maintain a professional, reliable, and helpful approach to work.

Person Specification

Essential Skills & Experience

- Experience of practical work (e.g., maintenance, caretaking, facilities or similar)
- Basic DIY or maintenance skills
- Ability to follow instructions and work as part of a team
- Good awareness of health and safety practices
- Reliable, punctual, and flexible approach
- Good communication skills
- Good IT/Computing skills

Desirable

- Experience working in a school or similar environment
- Basic knowledge of building maintenance or site management
- Ability to carry out a range of general maintenance tasks
- Full, clean driving license

Safeguarding Statement

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people. The postholder must ensure compliance with safeguarding procedures and undertake relevant training as required