

Premises Assistant – Job Description

Post Title:	Premises Assistant
Salary:	KET Operations Pay Scale Grade C Point 3 - 5
Reporting to:	Premises Manager
Hours:	40 hours per week. Preferred Shift Pattern between Monday to Saturday

Core Purpose

Working under the direction of the Premises Manager to ensure that the school site is clean, secure and safe for all users. To be committed to safeguarding and promoting the welfare of children at all times.

Maintenance

- Undertake appropriate repairs and improvements e.g. redecorating and erecting shelves; minor plumbing, changing light bulbs unblocking drains and toilets.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance.
- Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Premises Manager.
- Ensure that toilets are serviced and cleaned and undertake any emergency and specialist cleaning tasks as directed by the Premises Manager or Head Teacher.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds.
- Record meter readings monthly and provide these to the Premises Manager.
- Undertake the maintenance of outside areas including any weeding and grass cutting.
- Conduct regular checks of the outdoor equipment across the school identifying and logging any faults or repairs required to the Premises Manager.

Resources

- Be responsible for maintaining records, information and data.
- Manage chemicals and data sheet in line with COSHH regulations.
- Assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors [in accordance with appropriate health & safety legislation] at all times.
- Create and maintain a purposeful, orderly and productive working environment.

Security / Lettings

- Lock and unlock school buildings as directed by and in the absence of the Premises Manager, including for evening, weekend and other out of hours use of the school, e.g.: lettings, Trustee meetings, FOKTA/PTA meetings and events.

Organisation and Supervisory

- Deputise for the Premises Manager and other members of the site team as required
- Porter duties e.g. moving furniture and equipment, dealing with deliveries of goods
- Set up and clear tables and benches for the lunchtime sitting in the School Hall
- Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.
- Monitor and manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Liaise with Premises Manager and attend meetings as required.

General

- To support and promote the values and ethos of Kingston Educational Trust
- To undertake such training as may be required
- To be aware of the responsibilities under GDPR and Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school
- To work in accordance with the Schools Health and Safety Policies and Procedure
- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Director of Business and Operations from time to time to meet the needs of the service.
- Undertake other duties as required in line with overall grading and purpose of the job

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

- Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Premises Assistant – Person Specification

Qualities and Attributes	Essential	Desirable
Qualifications		
Qualification or experience in a building related trade (decorating, joinery, plumbing etc.)		✓
Knowledge and Experience		
Good basic DIY skills to be able to undertake routine repairs and maintenance tasks	✓	
Experience of working in a school environment or similar		✓
Knowledge and understanding of health and safety procedures, especially in regard to the use of gardening and maintenance equipment, e.g. power tools, lawn mowers		✓
Personal		
Ability to work under the direction of the Premises Manager and the Headteacher	✓	
Ability to organise and prioritise work	✓	
Good written and verbal communication and interpersonal skills	✓	
Ability to work as part of a team	✓	
Ability to use initiative and work independently when needed	✓	

I acknowledge that I have read and understood the responsibilities, requirements, and expectations outlined in this Job Description. I understand that this document describes the general nature of my role and that duties and responsibilities may be modified as required by the Trust. By signing below, I confirm my acceptance and understanding of the position requirements.

Employee Name _____

Employee Signature _____

Date _____