Bedford Girls' School
Premises Assistant
Job Description and Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Premises Assistant
Department:	Premises
Location:	Cardington Road, Bedford
Job Purpose	To assist the Estates Supervisor and Estates Manager with the smooth daily operation, security, maintenance, and upkeep of all school premises. Responsible for executing reactive maintenance requests logged via Prem Fresh, facility setups, statutory compliance checks, reactive cleaning, and site security.
Reporting Line:	Estates and Facilities Supervisor/Estates and Facilities Manager
Hours:	37 hours per week, 52 weeks per year (Two alternating shifts: 6.00 am – 2.30 pm / 9.30 am – 6.00 pm, Monday to Friday; callouts/overtime as required)
Line management responsibility for:	None
Main duties and responsibilities:	Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact with. **Principal Accountabilities & Responsibilities** Prem Fresh Job Resolution: Receive, action, and complete reactive maintenance requests logged via the Prem Fresh FM system in a timely manner. General Repairs: Carry out routine building repairs and maintenance duties not requiring a certified craftsperson (e.g. minor carpentry, re-decorating, re-tiling, unblocking sinks, replacing light fittings/bulbs, repairing door locks). Plant & Heating Checks: Perform routine boiler room checks, manually start non-programmed boilers, bleed radiators during winter, and monitor utility meters. **Facility Setups & Operational Support** Event Logistics: Set up and break down furniture and equipment for morning assemblies, GCSE/A-Level/IB exams (sports hall/assembly hall setups), dining hall lunch service, parents' evenings, open mornings, and School events.

	Furniture & Heavy Lifting: Move heavy furniture, equipment, deliveries, and materials around site in compliance with Manual Handling regulations. Student & Staff Support: Cut forgotten locker padlocks, place car parking cones, and escort visiting contractors. **Site Security & Callout Duties** Unlocking & Locking: Open, un-alarm and unlock school buildings, gates, and mobile phone storage from 6.00 am or lock and set security alarms at the end of late shifts. Emergency Keyholder: Act as a registered site keyholder for out-of-hours intruder/fire alarm activations on a rostered callout allowance basis. Traffic & Parking: Assist with traffic management, gate closures during peak student dismissal times, and parking compliance. **Compliance Checks, Cleaning & Vehicles** Statutory Testing: Conduct weekly/monthly compliance checks including fire alarm tests, emergency lighting checks, legionella water temp readings & outlet flushing, ladder inspections, and ACM monitoring. Reactive Cleaning & Waste: Perform reactive cleaning for spillages or accidents using spill kits; manage waste bin movement and recycling disposal. Swimming Pool & Vehicles: Complete pool plant operator training to assist with daily water testing and dosing. Occasional Driving of school vehicles as directed by the Estates Supervisor **Other** Maintain a thorough knowledge of all relevant legislation; this includes a knowledge of current H & S legislation. Seek to improve and innovate more efficient ways of working and utilising the facilities. To attend training courses as required

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.

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	Essential	**Desirable**
Qualifications	Good general standard of education or equivalent relevant experience	Clean Driving License with Category D1 endorsement; Pool Plant Operator certificate; trade certification.
Experience	Proven track record in building maintenance, practical DIY/handyman work, or caretaker roles; manual handling experience.	Carpentry, decorating, or basic plumbing/electrical experience; previous work within a school setting.
Knowledge & Skills	Practical maintenance skills; basic H&S understanding (manual handling, COSHH, ladder safety); basic ICT skills for mobile app job logging; clear verbal and written communication.	Understanding of fire safety and legionella flushing protocols.
Personal Competencies & Attributes	Enthusiastic 'can-do' approach, proactive attitude, reliability, physical capability for heavy lifting/standing, professional personal appearance, and ability to work shifts. Good level of fitness.	Strong team working capability and willingness to learn new technical skills.