

JOB SPECIFICATION
Premises Assistant

Reports To: Premises Officer/Premises Leader/Regional Premises Manager

Department/Site: Operations Directorate/Estates Team

Job Summary

Why

- To maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant).
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Complete legionella testing and maintain accurate records.
- Undertake minor repairs and maintenance of the buildings and site. General handyperson duties would include routine development and maintenance, portage, minor redecoration, repairs and other tasks which would not normally require the services of an outside contractor.
- Ensure compliance throughout the Academy with the direction of your line manager.

main Responsibilities

What

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations and organise/take remedial action where hazards are identified. Report serious hazards to line manager immediately.
- Undertake premises related portage duties including moving furniture and equipment within Academy.
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Receive premises related deliveries to the school site, checking delivery paperwork for accuracy and passing to the Academy finance team.
- Collect and assemble waste for collection.
- Periodic cleaning of designated areas of the school building and grounds.
- Assist with the maintenance of specialised equipment following training, e.g. sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- To be available to attend in cases of emergency outside the working week, eg intruders, fire and flood, in line with the Academy policy and procedures for emergency cover.
- Act as school contact in relation to premises related contractors.
- Organise testing for and management of asbestos and other health and safety procedures.
- Replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors.
- To monitor the quality of cleaning of the site
- Assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work.
- To clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces, remove graffiti, clean internal glass windows and doors in accordance with the requirements of the Academy's cleaning/janitorial specification
- To ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean,

tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulley's as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises.

- To assist with the removal of grease filters in overhead kitchen canopies. Clean, or liaise with appointed contractors, where applicable, overhead kitchen canopies and grease traps.
- Arrange for contractors to attend site and monitor contractors whilst on site at the instruction of the line manager, ensuring all Trust procedures for managing contractors are adhered to.
- Maintain the Trusts statutory compliance by carrying out all checks and tests related to the role.
- To set out furniture, examination desks etc, as required by the Academy.
- Hold basic IT skills to enable the use of software systems, the Microsoft suite and be fluent in the use of email.
- To work across other Trust sites on an ad hoc basis and as required.

Undertaking such other duties that are commensurate with the post as directed by the line manager.

Any other responsibilities deemed appropriate to the level of post.

How	Competencies	Personal Attributes (level expected when job is conducted to the required standard)	
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role	
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures	
		Motivates others to take responsibility for their own Health & Safety	
		Participate effectively as a member of a team, fostering positive relationships	
		Where appropriate, utilise support staff effectively	
		Efficient and methodical, monitors and attends to detail; checks for errors	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career	
		Developing practice ensures effective professional contribution across the department/academy	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction	
		Consults at the start and as appropriate throughout the activity and within the team	
		Shows initiative to manage projects and contractors on site	
		Willing to accept responsibility for own activities and those of the team	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks	
		Makes short term (daily, weekly) considered plans	
		Conscientious in adhering to deadlines and perseveres to achieve project tasks	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding	
		Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience	
		Shows strong, professional communication skills and techniques	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem. building upon previous experience	
		Initiates joint decision making within own team	
		Knows how to report, record and pass on information	
		Deals with 'task' problems within own team	
C	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You may be required to travel to academies as necessary.

	Education, Qualifications and Experience (EQE)	<p>Essential:</p> <p>Educated to GCSE level in English and Mathematics or equivalent Some knowledge of the main Health & Safety Regulations, and how they apply in a school environment Knowledge of building cleaning standards Experience of undertaking a range of caretaking and cleaning duties Competent in the basic range of Microsoft packages (outlook, one drive, word, excel and teams) Confident and professional manner which can be applied to all aspects of the role</p> <p>Desirable:</p> <p>Relevant maintenance/trade qualification Health & Safety Qualification Qualification in related subject area (e.g. HNC/HND/IWFM qualifications)</p> <p>Willing to work towards:</p> <p>Level 2 Apprenticeship Facilities Services Operative</p>
	Safeguarding	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.