



Premises Assistant (Primary School)

Job Description

Job Title:	Premises Assistant
Salary:	Grade 6 - £27,825pa - £30,134pa depending on experience, plus interrupted lunch allowance.
Hours:	37hrs per week, all year round
Reporting to:	Deputy Head of Premises & Estates
Working pattern:	Full time - 37hrs per week – all year round 8am - 4pm Monday – Friday

Main Purpose

To support the effective management and upkeep of the school site, ensuring a clean, safe, and secure environment for pupils, staff and visitors.

The role includes assisting with lunchtime setup and associated cleaning duties, day to day responsibilities, basic maintenance tasks, and compliance monitoring. The Premises Assistant will work closely with the School Business Manager and other school staff on site-related matters.

Key Responsibilities

Maintenance & Compliance monitoring

- Carry out basic maintenance and first-line repairs across the school site, including but not limited to - minor plumbing, carpentry, and decorating tasks within your competency.
- Conduct routine inspections of the premises, fixtures, and fittings to identify and report issues.
- Monitor and document compliance checks including fire safety equipment, emergency lighting, water flushing, and playground inspections using the Trust's premises management system.
- Ensure all records are accurately maintained and any follow-up actions are reported and addressed promptly.
- Assist with the upkeep of plant and equipment to ensure safe and efficient operation.

Lunchtime & Cleaning Duties

- Set up and clear away dining areas including tables, chairs, and waste bins.
- Carry out cleaning of dining areas post-lunch, including wiping surfaces, sweeping floors, and disposing of waste.
- Support emergency cleaning tasks as required throughout the school day.
- Ensure hygiene standards are maintained in accordance with school policies and health & safety regulations.

Site duties

- Assist with the supervision of contractors on site, ensuring work is completed safely and to specification.
- Support the operation of site systems including heating, lighting, security (including CCTV), and fire safety.
- Unlock and secure the site as required.
- Carry out general duties including portage, room setup for events, and site cleanliness.
- Support school events (e.g. open evenings, performances) with additional hours as required.

The post holder may be required from time to time to undertake duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed.

Person Specification

The following outlines the criteria for this post.

Essential Criteria

Area	Requirement
Experience	- Working knowledge of common ICT applications, (e.g. Microsoft Outlook, Word and Excel, etc). - Good verbal and written communications skills, liaising with students, parents, staff, contractors. - Ability to carry out a range of practical/DIY tasks - Experience within a similar role, either within a Property Services/Estates Team, for a company or as a contractor. - Ability to oversee contractors and supervise others
Skills & Abilities	- Reliable and trustworthy with excellent time keeping. - Ability to build a good rapport and to communicate effectively with school staff, students and parents - Well organised with excellent attention to detail. - Confident in checking and verifying information. - Able to prioritise own workload to achieve deadlines. - Ability to accept guidance and direction from other staff. - Experience of, or empathy with, working in a multicultural environment. - Commitment to Safeguarding, and the well-being and safety of students. - Willingness to participate in further training and developmental opportunities to further knowledge. - A compliance knowledge of legionella, Asbestos & Fire safety
Qualifications	- Good level of education with a minimum of GCSE Maths and English. - Clean driving licence (and willingness to undertake minibus driver training).
Health & Safety	Understanding of manual handling and COSHH regulations.

Desirable Criteria

Area	Requirement
Experience	- Experience working in a primary school or similar child-focused environment. - Ability to oversee contractors and supervise others
Training & Qualifications	- COSHH training - Current First Aid certificate (or willingness to become qualified). - NVQ 2 or equivalent relevant qualification in a construction-based trade, preferably carpentry, painting, and decorating, plumbing or electrical.
Security	Experience with alarm systems or site security procedures.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.

All offers of employment are subject to an Enhanced DBS check.

