

# WESTCOUNTRY SCHOOLS TRUST

## Job Description



- Job Title:** Premises Team Member
- Location:** Across the Trust (based at South Dartmoor Community College)
- Department:** Premises Team
- Grade:** Devon NJC Grade D, Spinal Point 8-12 - £26,824 - £28,598 (pay award pending)
- Hours:** 37 hours a week, 52 weeks per year, permanent.
- Work Pattern:** Monday to Thursday 7.5 hours per day, Fridays 7 hours, timings to be confirmed.
- Reports to:** Premises Manager

### Purpose of Job

To provide and maintain a clean and safe site for all of our staff, students and visitors. Use of your own vehicle, alongside a D1 driving license category, would be an advantage as role is primarily across two sites, South Dartmoor Community College and Ashburton Primary School, although you may be required to undertake duties as directed by your line manager across other schools within the Trust.

### Duties and Responsibilities:

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
- Primary responsible person for day-to-day maintenance.
- Ensuring compliance and record keeping of health and safety regulations.
- Security of premises and their contents; the post holder must be available for emergency call out.
- Arranging access to site for external contractors and reporting progress to Premises Manager.
- Moving and arranging furniture.
- Acknowledging deliveries and transporting parcels safely and appropriately around site.
- Ensure the full security of the premises; lock all doors, check windows are closed, set appropriate alarms.
- Visual checks of the emergency lighting, fire extinguishers and fire call points.
- Check heating and lighting to ensure maximum efficiency.
- Maintain the external premises as directed by the Premises Manager.
- Basic maintenance services to include salting and gritting when required.
- Litter clearing and picking up to ensure the site remains tidy.
- Provide support when necessary, with the direction of buses on site at the end of the school day.
- Assist with the maintenance and management of the Academy minibus fleet, to include some minibus driving.
- Take part in training, where necessary, to carry out your duties effectively.
- Any other duties of a similar level or nature that may be required in support of the day-to-day operation of site services.

### Specific Maintenance Duties:

- To monitor all contractors' personnel on site, accompanying them on/off site as necessary. Ensure that work is satisfactorily completed.
- Identify and report any repairs, maintenance and replacement that require rectification.
- Initiate orders for repair.
- Liaise with staff from other departments and outside contractors.
- Carry out basic maintenance work.
- To ensure that arrangements for maintenance and minor repairs are actioned as quickly as possible.

- To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
  - Plumbing (eg leaking taps).
  - Joinery.
  - Painting and decorating.
  - Plastering small areas.
  - Reglazing at ground level.
  - Electrical (to make safe broken fittings etc).
  - Gas (to make safe leaks – isolate supply at the earliest opportunity).
- To report emergencies in the case of faults with gas, electric and water supply to the Premises Manager.
- Check and replace faulty lights, tubes, bulbs, diffusers and starters on a regular basis. Fit or change electrical plugs if competent. Clean light fittings and test their operation weekly.
- Check fuses and replace with manufacturers recommended fuse. Checking fuse boards where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
- To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Premises Manager.

#### General:

- To support the enhancement and operation of the learning environment of the College, in its drive to raise standards for all students
- To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
- Attend relevant staff development (internally and externally) and apply the knowledge in the workplace.
- Ensure a high level of courtesy and care at all times.
- Participate in Performance Management and Professional Development opportunities as required.
- Value diversity and promote equal opportunities.
- Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
- Carry out any other duties commensurate with the post and as directed by the Premises Manager, providing cover for staff absence within the team, as and when required
- Provide basic services as directed by the Premises Manager, to other schools with the MAT
- All information in relation to the College should be treated with discretion and strict confidentiality at all times
- Maintain an orderly working environment.

#### WeST

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

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E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:</b>			
<b>Collaboration:</b>			
We are "Stronger Together," sharing expertise across the trust to lift every school.	E		✓
<b>Aspiration:</b>			
We refuse to accept that geography or disadvantage dictates destiny.	E		✓
<b>Integrity:</b>			
We act ethically, transparently, and with financial propriety.	E		✓
<b>Compassion:</b>			
We recognise need and act with positive intention to support wellbeing.	E		✓
<b>Respect:</b>			
We value diversity, listen to our communities, and treat every individual with dignity.	E		✓
<b>Qualifications</b>			
Able to communicate clearly, understand and follow instructions.	E	✓	✓
Education qualifications or demonstrable relevant experience.	E	✓	✓
Undertaken training including, Legionella awareness, Asbestos awareness, IOSH. Awareness of Health & Safety at work.	D	✓	✓
<b>Experience:</b>			
Willing to undertake any training relevant to the role.	E	✓	✓
Ability to demonstrate a range of practical and/or specific site maintenance abilities.	E	✓	✓
Experience of undertaking general cleaning duties or similar.	E	✓	✓
Experience of caretaking/site duties within this area.	D	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Ability to work efficiently and flexibly, with minimum supervision.	E	✓	✓
Ability to work as part of a team and alone, to achieve specified standards.	E	✓	✓
Ability to develop and maintain good working relationships with all members of the MAT.	E	✓	✓
Ability to manage time effectively to complete tasks to a high level.	E	✓	✓

Ability to demonstrate self-motivation, initiative and enthusiasm. Punctual and reliable.	E	✓	✓
<b>Further Requirements:</b>			
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and venerable adults.	E	✓	✓
Due to the nature of the role, the ability and willingness to work at and travel to different Trust sites from time to time.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Job Description updated, June 2026