

# Job Description

Job Title:	Premises Assistant
Grade:	Level 3

## JOB PURPOSE

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

## KEY DUTIES / RESPONSIBILITIES

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
2. Keep records relating to maintenance and security
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake general portage duties including moving furniture and equipment within school
5. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
6. Replacing such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels etc.
7. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
8. Receive deliveries to the school site
9. Minor plant maintenance in accordance with agreed working practices and procedures. E.g. lubrication of heating pumps
10. Collect and assemble waste for collection
11. Periodic cleaning of designated areas of the school building and grounds according to instructions
12. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
13. Undertake lettings and carry out associated tasks, in line with local agreements
14. Act as a designated key holder, providing emergency access to the school site
15. Act as school contact in relation to premises related contractors
16. Organise testing for asbestos and other health and safety procedures.
17. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
18. Any other duties appropriate to the post.

# Person Specification

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**PERSON SPECIFICATION**

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Knowledge / skills equivalent to current national qualifications level 2.	✓		
Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.	✓		✓