



Plumcroft Primary School

Plum Lane Campus
Plum Lane, Plumstead, London, SE18 3HW
Tel: 020 8854 1308

Vincent Road Campus
Vincent Road, Woolwich, London, SE18 6RG
Tel: 0208 317 2518

Headteacher: Mr Richard Slade

Deputy Headteacher: Mrs Annette Graney

JOB DESCRIPTION

Post: Premises Assistant
Scale: Scale 4
Responsible to: Facilities Manager

PURPOSE OF THE JOB:

To be responsible to the Facilities Manager for undertaking care taking, handy-person and portering duties in order to provide a clean, warm and safe environment for the use of the building.

GENERAL RESPONSIBILITIES:

- To liaise with Facilities Manager for health and safety of the site.
- To ensure that the maintenance of the school buildings and environment are effectively undertaken.
- To undertake repairs (including toys and play equipment) and DIY projects, within agreed competence levels.
- To co-operate with contractors, utility companies and the emergency service to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities.
- To ensure a clean, tidy and well-maintained school environment.
- To undertake a safety walk prior to locking up the building each night, including turning off all lights, computers and shutting doors and windows etc.
- To open/close pedestrian gates for the start and end of the school day.
- All staff have a responsibility in the safeguarding of all children. It is the duty of all staff to report any concerns about any child on my concern or to a DSC.

Specifically:

- To undertake the day to day maintenance, repair and cleaning of the school.
 - To assist in ordering and arranging delivery and storage of materials and equipment.
 - To undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site service, operating and machinery.
 - To ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.
 - To carry out regular checks and inspections of the premises, equipment and grounds. Keeping accurate manual and computerised records where appropriate.
 - To monitor work requests on the premises housekeeping software. Ensuring that day to day maintenance tasks and request for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
 - To attend regular meetings with premises team as appropriate.
- Health, Safety and Security

- To maintain the site in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and emergency equipment; the safe storage of any potentially harmful materials, testing of all electrical appliances annually.
- To provide safe access to the school in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with Health and Safety at work Act, Nationally and locally agreed Code of Practice which are relevant and the School's Safety Policy and Procedures.
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To ensure the fire call points, intruder alarms are tested weekly, emergency lighting and water testing every half term and results recorded.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set working correctly.
- Locking up of the school during term times on an ad hoc basis and for the unlocking and locking of the school during school closure periods, if required.

General Site Duties

To take energy readings on a monthly basis.

- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse (including clinical waste), ensuring toilets checked daily for fresh supply of disposables etc. to undertake emergency cleaning e.g. following spillage, bodily fluids etc.
- To ensure that halls and other meeting rooms are set as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure that all tools and cleaning products are stored correctly and not accessible by pupils and that hygiene standards and regulations are met.
- To manage the provision of a portaging and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area/person as necessary.
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly.
- To manage the maintenance of all external areas to ensure these are in a clean, tidy and safe condition.
- To carry out PAT testing and keep accurate records (upon completion of training).
- To undertake minor window cleaning as required.
- To promote the Council's Equal Opportunities policies and Environmental Strategy an school ethos within the context of the responsibilities of the post.
- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation.
- To undertake such other duties as required and are commensurate with the level of responsibility of the post holder.

Confidentiality: All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.



Safeguarding: Plumcroft Primary School are committed to the safeguarding of our children and it is a requirement of this role that the post-holder has satisfactory DBS clearance.

