

Hours	37 hours per week Monday to Friday core hours to be undertaken between 6:00am and 8:00pm
Grade / Salary	NJC 6 – 7 £25,989 - £26,403
Contract Type	Permanent, all year round
Line Manager	Site Manager
Annual Leave Entitlement	26 days for up to 5 years continued service, 31 days thereafter
	<p>Main Purpose</p> <p>To assist the Premises team in co-ordinating the security of the school buildings, carrying out a programme of maintenance work and monitoring the repair and maintenance work of others.</p> <p>Duties and Responsibilities</p> <p>1. <u>Security</u></p> <ul style="list-style-type: none"> • To ensure the safety and security of designated buildings by: • Limiting access to authorised personnel. • Responding appropriately to emergencies. • Locking and unlocking the school buildings and grounds. • Operate and troubleshoot the school's alarm systems and manage fire panel responsibilities as required during emergencies. • Working safely, within H&S policies. • Operate CCTV as required. <p>2. <u>Maintenance</u></p> <p>To maintain the school's grounds, buildings and facilities to standards proscribed by the Trust</p> <ul style="list-style-type: none"> • Making observations of cleaning and grounds maintenance contracts and reporting back to the Site Manager. • Responding to the routine maintenance and repair of buildings and facilities. • Carrying out sweeping, tidying and graffiti removal. • Ensure hygiene standards are consistently met by replenishing soap, toilet paper, hand towels, and hand sanitiser daily. • Line marking car parks and playground areas. • Carrying out portering duties.

- Ensure that items of equipment and disposable resources pertaining to the job are stored securely.
- Maintain an accurate, up-to-date inventory of all tools, machinery, furniture, equipment, and operational supplies.
- Proactively monitoring online job logging system.
- Effectively utilise IT systems to record the completion of jobs and upload necessary documentation to demonstrate Health & Safety compliance.
- Ensuring site is clean and tidy.
- Proactively monitor the site to empty bins and collect recyclable materials, ensuring waste is disposed of appropriately and in line with environmental guidelines (e.g., reduce, reuse, recycle).
- Monitoring cleaning and grounds maintenance contract.
- Inducting contractors into school and escorting to sites where repair or maintenance work is required and monitoring their safe working practice and standards of work (reporting to Site Manager as required).
- Assist in managing the site through inclement weather.
- Safely operate the school minibus for approved activities and trips, ensuring all required checks are completed before use and reporting any maintenance issues to the Site Manager.

3. Planning

- School calendar planning to work across all facilities to ensure all school events and lettings are set up and broken down in a timely fashion. This may include manual handling and tasks working at heights.
- Put out chairs, exam desks, display boards and other items according to plans.
- Take down all items after events and ensure safe storage.

4. Supervision

- To allocate and monitor the work of, and provide guidance to casual caretaking staff, or additional members of staff deployed to assist the Premises Team, in order to complete caretaking tasks within the agreed specification.
- To monitor the work of contract staff (e.g. cleaners, builders) as directed by the Site Manager.
- In the absence of the Site Manager, assume responsibility for the day-to-day coordination of the premises team, including

responding to critical site issues and making time-sensitive decisions in line with established policy.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

5. Other Responsibilities

- So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- Work in compliance with the Codes of Conduct, Regulations and policies of the MAT.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Act as the nominated first aider when required, including providing operational support and first aid cover during out-of-hours events.
- Undertake any additional site management tasks as delegated by the Site Manager or Headteacher to ensure the continuous, safe, and efficient running of the school site during periods of leave.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As the responsibilities of this post are defined as regulated activity, the person appointed is required to undergo an enhanced DBS check with barred list information.

Notes:

This job description may be amended at any time in consultation with the postholder.

Further Information

Line Management

- None

Dimensions

Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.

	<p>Special Notes</p> <p>Safeguarding</p> <ul style="list-style-type: none">• Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.
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PERSON SPECIFICATION

Job Title:	Premises Assistant
Location:	Ashton Park School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> ● Literacy and numeracy to a standard required to read and respond to job logging systems and carry out basic stock control. ● Knowledge of basic health and safety regulations and safe working practices. ● Full, valid UK driving license. ● Working at heights training or certification (or willingness to obtain one) 	<ul style="list-style-type: none"> ● Relevant qualifications in maintenance trade (e.g. plumbing, electrics, carpentry) ● First aid qualification (or willingness to obtain one) ● MiDAS training certificate ● Formal training in manual handling
Experience	<ul style="list-style-type: none"> ● Proven experience of working in a site maintenance, caretaking or similar facilities role. ● Experience in carrying out a range of minor maintenance and repair tasks (e.g. basic plumbing, minor decorating) ● Experience of effective security procedures including locking/unlocking buildings and responding to emergencies. ● Experience of monitoring contractors and observing their safe working practices and standards. 	<ul style="list-style-type: none"> ● Experience working within a school or public sector environment. ● Previous experience in a supervisory or delegated leadership role, such as deputising for a manager.
Skills and Knowledge	<ul style="list-style-type: none"> ● Competent IT skills, particularly for monitoring and actioning an online job logging system. ● Ability to undertake routine inspection, preventative maintenance, and basic DIY repair to a high standard. ● Excellent manual handling skills and physical fitness to carry out portering duties and tasks working at heights. ● Ability to supervise and guide the work of casual or assisting staff to complete tasks to specification. 	<ul style="list-style-type: none"> ● Knowledge of operating and monitoring CCTV systems. ● Knowledge of relevant asbestos management or legionella control procedures. ● Strong working knowledge of health, safety and welfare policies and code of practices.
Personal Qualities	<ul style="list-style-type: none"> ● Reliability and trustworthiness to manage site security and act as a key holder. ● Organised and able to plan work across all facilities to meet school event and letting deadlines. ● Excellent communication skills to induct contractors and report maintenance observations accurately to the Site Manager. ● Ability to work independently and exercise sound judgement when deputising for the Site Manager. 	<ul style="list-style-type: none"> ● A proactive and flexible attitude towards unforeseen work and scheduling. ● Experience of working effectively as part of a premises team. ● Commitment to continuous improvement in the quality of work output.

Annual Appraisal

All staff must complete an annual appraisal as part of their professional learning and development at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.

Pension

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

Scale point

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.

