

## **Job Description**

**Job title:** Premise Assistant

**Reports to:** Premise Manager / Operational Lead for Special Schools

**Pay Scale:** Grade 4 SCP 7

**Hours of Work:** 35 hours per week, full time, plus agreed occasional overtime

### **Overall Job purpose:**

Undertaking caretaking, handy-person and portering duties in order to provide a clean, warm and safe environment for uses of the building.

### **Principal Duties and Responsibilities**

- 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 services, 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 requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.
- To attend regular meetings with the premises team as appropriate.

### **Health and 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 manage the daily movement of transport on and off the site
  - 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.
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- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures.
- To act as a key holder for the school on call outs.
- 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 test 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 and working correctly.
- To assist in the locking up of the school during term time on an ad hoc basis and for the unlocking and locking of the school during school closure periods.

## **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 out as required for meetings, assemblies and other events and cleared away afterwards.
  - To ensure that all tools and cleaning products are stored correctly and are 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.
  - To undertake minor window cleaning as required.
  - To be responsible for promoting and safeguarding the welfare of children and young persons for whom you will come into contact with.
  - To promote the Trust's Equal Opportunities policies and Environmental Strategy and school ethos within the context of the responsibilities of the post.
  - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
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- 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 are required and are commensurate with the level of responsibility of the post holder.

## **General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher/Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.
- To liaise with Operational Lead for Special Schools and Premises Manager for the 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 project, within agreed competence levels.
- To co-operate with contractors, utility companies and the emergency services 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 drive school vehicles when required.
- To arrange for the carriage of all monies to and from banks as required in accordance with procedures.

## **Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

## **Scope:**

This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

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## **Safeguarding:**

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

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## Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> <li>• Minimum of Level 2 qualification in English and Mathematics</li> <li>• A trade qualification (i.e. plumbing, electrical, joinery, decorating) in City and Guilds, NVQ, BSL or BTEC</li> <li>• A full UK driving licence</li> </ul>		<p>A / C</p> <p>A / C / D</p> <p>A / C</p>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a Premises Assistant position for at least 2 years.</li> <li>• Recent experience of managing the routine maintenance of a building and its grounds.</li> <li>• Good verbal communication with children and adults.</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to manage the routine maintenance of a building and its grounds.</li> <li>• Ability to prioritise own workload and that of others effectively.</li> </ul>		<p>A / I</p>

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	<ul style="list-style-type: none"> <li>• Ability to use initiative to identify maintenance problems and report/rectifying them as appropriate.</li> <li>• Ability to supervise/ carry out minor repairs to the fabric of the building and to the grounds.</li> <li>• An excellent knowledge of relevant legislation/issues relating to Health and Safety and the use of contractors.</li> <li>• Understand the range of appropriate services/providers to support the maintenance requirements of the site.</li> <li>• Ability to form good relationships with staff, pupils and visitors in a polite and calm manner.</li> <li>• Ability to work constructively both as a member of the Premises team and of the school community.</li> <li>• Understanding roles and responsibilities and own position within these.</li> <li>• Effective oral and written communication skills.</li> <li>• Use ICT effectively to support premises management functions.</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
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	<ul style="list-style-type: none"> <li>• Willing to undertake further training related to premises management issues.</li> <li>• Candidates must be able to drive and be prepared to drive the school mini-buses.</li> <li>• To liaise /negotiate with appropriate staff in the school and other appropriate services on all aspects of maintenance and health and safety.</li> <li>• Ability to meet deadlines and make decisions in emergencies.</li> <li>• A clear understanding of issues relating to confidentiality.</li> <li>• An understanding of, and commitment to, the school's aims and values.</li> <li>• Ability to respond to out of hours call outs and emergencies.</li> </ul>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
Personal attributes	<ul style="list-style-type: none"> <li>• Punctual, dependable and trustworthy</li> <li>• Is proactive and actively seeks solutions</li> </ul>		

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	<ul style="list-style-type: none"><li>• Discreet, tactful and able to maintain confidentiality</li><li>• Patient, courteous and positive</li></ul>		
Other Job Specific Requirements	<ul style="list-style-type: none"><li>• Understanding of health &amp; safety issues.</li><li>• Excellent physical health and an acceptable record of attendance (during the past 2 years, normally not more than 10 days and / or 3 periods of absence in a 12 month period.)</li><li>• Excellent time keeping</li></ul>		A / I A / I

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