



## **Premises Assistant (Wilmington Primary School)**

### **Job Description**

<b>Job Title:</b>	Premises Assistant
<b>Salary:</b>	Grade 6 - £27,825pa - £30,134pa depending on experience, plus interrupted lunch allowance.
<b>Hours:</b>	37hrs per week, all year round
<b>Reporting to:</b>	Deputy Head of Premises & Estates
<b>Working pattern:</b>	Full time - 37hrs per week – all year round 8am - 4pm Monday – Friday

### **Main Purpose**

To support the effective management and upkeep of the school site, ensuring a clean, safe, and secure environment for pupils, staff and visitors.

The role includes assisting with lunchtime setup, clearance, and associated cleaning duties. Day to day responsibilities include basic maintenance tasks and compliance monitoring.

The Premises Assistant will work closely with the School Business Manager and school staff on site-related matters, they will be line managed by the Deputy Head of Premises & Estates.

### **Key Responsibilities**

#### Maintenance & Compliance monitoring

- Carry out basic maintenance and first-line repairs across the school site including, but not limited to, minor plumbing, carpentry, and decorating tasks within your competency.
- Conduct routine inspections of the premises, fixtures and fittings to identify and report issues.
- Monitor and document compliance checks including fire safety equipment, emergency lighting, water flushing, temperature checking and playground inspections, using the Trust's premises management system.
- Ensure all records are accurately maintained and any follow-up actions are reported and addressed promptly.
- Assist with the upkeep of plant and equipment to ensure safe and efficient operation.

### Lunchtime & Cleaning Duties

- Set up and clear away dining tables, clear/clean the floor and empty waste bins.
- Carry out pre-lunch sanitising of dining tables in the absence of the Midday Supervisors.
- Support emergency cleaning tasks as required throughout the school day.
- Ensure hygiene standards are maintained in accordance with school policies and health & safety regulations.

### Site duties

- Assist with the supervision of contractors on site, ensuring work is completed safely and to specification.
- Support the operation of site systems including heating, lighting, security (including CCTV), and fire safety.
- Carry out general duties including portering, room setup for events, site cleanliness and H&S observations.
- Support school events (e.g. open evenings, performances) with additional hours as required.

The post holder may be required from time to time to undertake duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility entailed.

## Person Specification

The following outlines the criteria for this post.

### Essential Criteria

Area	Requirement
Experience	<ul style="list-style-type: none"> <li>Working knowledge of common ICT applications, (e.g. Microsoft Outlook, Word and Excel, etc).</li> <li>Good verbal and written communications skills, liaising with students, parents, staff, and contractors.</li> <li>Ability to carry out a range of practical DIY tasks.</li> <li>Ability to oversee contractors.</li> <li>Experience with Alarm Systems or security protocols</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Reliable and trustworthy with excellent time keeping.</li> <li>Ability to build a good rapport and to communicate effectively with school staff, students and parents.</li> <li>Well organised with attention to detail.</li> <li>Be able to demonstrate previous experience with DIY/home improvement and maintenance skills.</li> <li>Confident in checking and verifying information.</li> <li>Able to prioritise own workload.</li> <li>Ability to accept guidance and direction from other staff.</li> <li>Experience of, or empathy with, working in a multicultural environment.</li> <li>Commitment to Safeguarding, and the well-being and safety of students.</li> <li>Willingness to participate in training opportunities to develop skills and abilities.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Good level of education with a minimum of GCSE Maths and English.</li> <li>Clean driving licence</li> </ul>

### Desirable Criteria

Area	Requirement
Experience	<ul style="list-style-type: none"> <li>Experience within a similar role in an education setting or within a Property Services/Estates Team, for a company or as a contractor.</li> </ul>
Training & Qualifications	<ul style="list-style-type: none"> <li>COSHH training</li> <li>A compliance knowledge of legionella, Asbestos &amp; Fire safety.</li> <li>Current First Aid certificate (or willingness to become qualified).</li> <li>NVQ 2 or equivalent relevant qualification in a construction-based trade, preferably carpentry, painting, and decorating, plumbing or electrical.</li> <li>Willingness to undertake minibus driver training.</li> </ul>
Security	<ul style="list-style-type: none"> <li>To understand the importance of security &amp; safeguarding</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>Understanding of manual handling and COSHH regulations.</li> </ul>

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.***

***School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).***

***Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.***

***All offers of employment are subject to an Enhanced DBS check.***

