



Ashlyns School: Support Staff Role Description

Title of post	Premises Assistant
Grade	H4 + fringe allowance
Reporting to	Estate Manager
Team member	Role forms part of the Premises Team
Date	February 2026
Time/Hours	37 hours per week, full time to include statutory holiday entitlement. Shift pattern variable as agreed in advance, this will include working weekends (as required) and early or late start/finish shifts

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes that are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Support the aims and ethos of the school as defined in the school prospectus
- Set a good example in terms of professional dress and appearance, punctuality, and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Attend team and staff meetings as appropriate, contributing actively whenever possible
- Provide courteous, prompt, and polite service to all members of the school's community including parents, students, all staff, and visitors
- Actively contribute to the school's priorities by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Purpose of Role

- To assist with all matters relating to the satisfactory development, operation and maintenance of school buildings and grounds.

Duties specific to the postholder

The duties encompass, within reason, whatever needs to be done in the context of operating the school's premises. Duties include, but are not limited to:

- Opening and locking premises, ensuring that buildings, site and resources are secure, including during out-of-school hours and take remedial action, if required
- Machinery maintenance

- Driving site vehicles (including tractor)
- Oversee onsite contractors, escorting them on site, checking that work is completed to required standards and within required timescales
- Daily usage of the school's asset management system (Parago), monitoring and updating work jobs requiring action
- Perform duties in line with health and safety and Control of substances hazardous to health (COSHH) regulations and take action where hazards are identified, report serious hazards to the Estate Manager immediately
- Assist the Estate Manager with risk assessments, ensuring compliance with all health and safety responsibilities: for example COSHH, ladders, asbestos, legionella and the school asset register
- Complete and report regular compliance checks. E.g. Lighting, Fire equipment.
- Full cleaning of specified areas
- Litter picking and waste disposal
- Assist with ongoing improvement works including decorating and grounds maintenance
- Removal of graffiti and other effects of vandalism
- Sanding, scrubbing and polishing of floors
- Undertake maintenance work of buildings and site within personal capabilities
- Undertake general portage duties, including movement and carrying of furniture, equipment and delivery of parcels
- Setting out examination tables and chairs
- Operate and regularly check systems such as heating, lighting and security
- Taking meter readings
- Preparation of site for expected snow or ice forecast
- Clearing of snow and ice (flexible working hours will be needed for this due to early starts)
- Drain clearance
- Individuals in this role may also facilitate scheduled lettings, with agreement in advance and carry out associated tasks

Person Specification

Education, Qualifications and Training

- Have a full and clean UK driving licence
- First Aid trained (or willingness to undertake training at start of employment)

Knowledge and Experience (training is provided)

- Previous experience in caretaking or maintenance is not essential but would be an advantage
- Be fit and capable of doing minor DIY repairs or maintenance (i.e. not requiring qualified craftsperson)
- Awareness of Control of Substances Hazardous to Health (COSHH)
- Working knowledge of Health & Safety at Work
- Working knowledge of policies and procedures
- Knowledge of legionella and asbestos awareness
- Understanding of the Schools ethos, vision and values
- Manual handling
- An ability to use relevant technology to an appropriate level, for example, computer/tablets and other relevant office equipment

Personal Characteristics

- Be able to communicate effectively with Headteacher, Governors, teaching and support staff, parents and students, visitors (especially contractors) on site, cleaning staff or contract cleaning supervisor as appropriate
- Be punctual and reliable
- Show initiative and imagination in solving problems
- Be prepared to work independently on own initiative and without direct supervision as well as work as part of a team
- Exhibit high moral standards in dealing with confidential and sensitive situations

- Cooperative, flexible and responsible
- Be prepared to continually strive to update knowledge and skills where appropriate (for example, remain abreast of Health & Safety regulations, contracts procedures and other basic skills and knowledge associated with premises issues)

Safeguarding

- Have an understanding of and a commitment to child welfare and safety
- Ability to recognise and maintain personal boundaries with children and young people

Training in specific areas will be provided as necessary e.g. lifting, working at heights, using chemicals, machinery, and computer software.