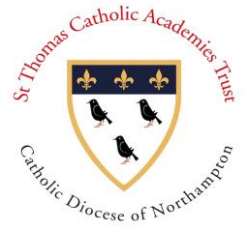




ST JOSEPH'S CATHOLIC HIGH SCHOOL
Roman Catholic School
in the Diocese of Northampton
Headteacher: Miss K Riddles



"The glory of God is
a human being fully alive!"

JOB TITLE: PREMISES ASSISTANT

RESPONSIBLE TO: HEADTEACHER

HOURS OF WORK : Monday to Friday 10am to 6pm (5.30pm on Fridays) 37 hours per week, with 30 days holiday per annum, to be taken during school closure. Please note there will be approximately 7 late evenings throughout the year, where time should be taken in lieu. Amended working hours during school closure (approx. 8am to 4pm).

SALARY : STCAT L4 SCP12 £29,694

JOB PURPOSE

To be responsible, under the general supervision and direction of the Head Teacher, working as part of a team, assisting in the maintenance and security of the site thereby ensuring a safe working environment.

MAIN DUTIES AND RESPONSIBILITIES

The security of the school buildings and grounds

The maintenance and repair of fittings, furniture, minor plumbing, changing light bulbs, unblocking drains, repairing door furniture. This list is not intended to be exhaustive and may be added to as required by the Senior Management of the school.

The maintenance and decoration of certain aspects of the buildings, eg. Painting interior and exterior areas of the building.

Operation of heating systems for the site.

The cleaning of internal and external areas of the site.

General portage duties as required.

To cover lettings, allowing access and egress to the premises and checking that the areas are returned in the same condition as they were let.

Collect and assemble waste for collection. The cleaning of windows and glazed areas in accordance with the School Safety Policy.

To work with the Premises Team maintaining a rigid system to monitor all works carried out by contractors and to keep a log of any works carried out by themselves.

To assist in establishing cleaning procedures, rotas and standards through hands-on supervision of cleaning staff in order to achieve efficient and required levels of service and cleanliness.

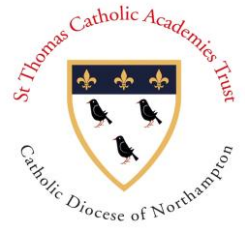
To assist with ensuring that internal and external security requirements are followed by the cleaning team.

To be a key holder.

To support in monitoring the performance of contracted staff and to report any concerns.



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DUTIES

Opening/closing the school premises at an appropriate time when legitimate access is required.

Deactivating/setting the intruder alarm systems; unlocking/locking gates and external/internal doors. Checking that the premises have not been disturbed or damaged.

Securing the school premises as required when it's facilities are no longer required.

Checking that all occupants have vacated the site; ensuring that all windows are closed and locked; ensuring that all unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of the keys to the premises at all times.

Providing access to the school for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.

Taking appropriate action regarding trespassers, including informing the Senior Management as appropriate.

Carrying out regular inspections to ensure that the school premises comply with Health & Safety requirements at all times. Refer more serious matters to the Trust Health and Safety Officer or Senior Management.

Supervising lettings, as and when they arise which will include; Cleaning all hired rooms and setting out furniture prior to the letting, as necessary; ensuring that all fire doors are unlocked and clear and that all hirers are aware of the evacuation procedure; welcoming hirers onto the site and monitoring security and the condition of the toilets during the letting, taking remedial action as necessary; checking the condition of the rooms at the end of the letting, cleaning as necessary; securing the buildings and site.

Refill and replace consumables eg. Soap and towels.

Set, check and amend the bells where appropriate and change time on settings after clock change every October and March.

Report faulty equipment to the line manager.

Support the school's energy targets ensuring lights and other equipment are turned off as appropriate.

MAINTENANCE, REPAIRS AND DECORATION

Inspecting the school site and premises on a regular basis, to identify the need for repairs or improvements under the direction of the line manager; undertaking these and referring matters for remedial action to be taken where appropriate.

Assisting the Premises Team in carrying out regular inspections, testing and servicing of ancillary equipment, eg. Fire alarm systems, to ensure they are in an operational condition, referring matters to the line manager for remedial action to be taken where appropriate.

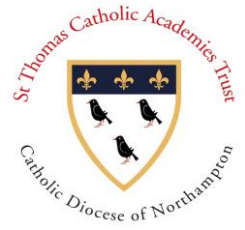
Carrying out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition, referring matters to the line manager for remedial action to be taken where appropriate.

Undertaking any works subject to relevant Health & Safety regulations.

Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary, up to a height of 3 metres (or above that height with the aid of access equipment but only after



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the relevant training has been undertaken). Checking on a regular basis for broken diffusers and shades etc; undertaking minor repairs/replacements in compliance with safety standards, referring matters to the line manager for remedial action to be taken as necessary.

Ensuring that all drains, gutters, gullies and gratings are free flowing and clean.

Clearing any blockages where possible, referring matters to the line manager for remedial action to be taken where necessary.

Undertaking repairs to existing fencing where necessary.

Ensuring proper access to and exit from the school site for contractors and directing them to the location of items or areas requiring repair or maintenance; monitoring the satisfactory completion of repair and maintenance work, referring matters to the line manager as necessary.

HEATING AND MECHANICAL SERVICES

To have an understanding of heating and air conditioning systems. To be able to operate all heating and plant inclusive of air conditioning.

CLEANING AND CARE OF PREMISES AND GROUNDS

- Working with the Premises Team ensuring that the school grounds, premises and furnishings are maintained clean to a satisfactory standard in accordance with set requirements and methods.
- Ensuring a supply of appropriate cleaning materials and basic equipment, ensuring the replacements are ordered, as necessary.
- Undertake ad hoc cleaning duties as required by the line manager.
- Ensure that all hard covered areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves. Emptying and cleaning all litter bins and baskets on a regular basis.
- Moving dustbins for the disposal of refuse as appropriate; disposing of refuse by proper means and cleaning dustbin areas.
- Carry out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism and body spillages.
- Checking on a regular basis that adequate supplies of soap, toilet rolls, towels and similar materials are available throughout the school, replenishing these as necessary.
- Carry out regular maintenance cleaning of toilet areas throughout the day as requested by the line manager.
- Removing unsightly litter from grassed areas and shrub beds of the school. Cleaning windows and glazed areas both internally and externally in accordance with the school safety policy.

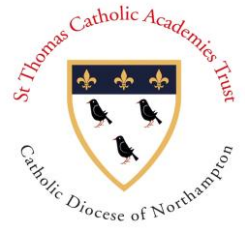
PORTERAGE AND GENERAL DUTIES

- Removing, laying out, stacking and transporting furniture and equipment within the school as and when required.
- Assist with receiving goods, distribution of materials and other goods. Where required making appropriate arrangements for the despatch or collection of goods from the school.



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- Attending appropriate training courses as may be required from time to time.
- Clearing snow/ice from paths, as necessary, to provide safe pedestrian access to the school sites and between buildings.
- Receiving queries from third parties for areas of responsibility e.g. Lettings.
- Ensuring that all work is undertaken in accordance with general and specified Health & Safety requirements.
- Completing accident report forms as necessary and cooperating with any third parties investigating an incident.
- Undertaking other appropriate duties the line manager may assign in order to maintain the day to day operation of the premises.

WORKING FOR THE SCHOOL

- You must be willing to attend all training.
- Willingness to gain awareness of COSHH regulations.
- Have the ability to work as a member of a team and work as a positive role model.
- Have the ability to relate well with the children and adults. This list is not intended to be exhaustive and other duties will be required from time to time.