



Job Description and Person Specification

Job title	Premises Assistant
Contract type	Permanent, Part time (20 hours per week) 3.00pm – 7.00pm Monday - Friday
Salary	Up to £16,370 per annum
Annual Leave	30 days plus Bank Holidays (to be taken opposite the Premises Manager)
Reporting to	Bursar
Weeks per year	All year round
To commence	TBC

Job Description

Purpose of the Role

The School Premises Assistant supports the Premises Manager with the safe, effective and professional management of the school's buildings and grounds. Both the Premises Manager and Assistant ensure that the school provides a secure, well-maintained and welcoming environment that supports the education, wellbeing and safeguarding of all pupils, staff and stakeholders.

As a visible and trusted member of the school community, the post holder will work closely with staff, pupils, parents and contractors and will uphold the high standards expected in a school environment.

Key Responsibilities

- To assist with the day-to-day operation, maintenance and presentation of the school site and grounds.
- Undertake routine maintenance jobs, repair schedules and specialist repairs.
- Ensure buildings, playground and outdoor areas are safe, clean and well maintained.
- Carry out, as directed by the Premises Manager, routine inspections, maintenance and minor repairs, prioritising issues that may affect pupil safety or learning.
- Monitor building fabric, fixtures, furniture and equipment, escalating major works as appropriate.
- Be available out of hours to attend the site for emergency 'callouts' or as directed by the Head or Bursar.
- Supervise maintenance contractors.
- Provide day-to-day maintenance and repairs of the school site and equipment.
- Carry out painting and decorating as required.

Minibus and Road Safety

- To drive the minibus as part of the daily bus service as required. This may be on either an ad-hoc or regular basis.
- To drive the minibus for local school trips as required, e.g. Forest School.
- To ensure the Road Safety cones are put out at school 'drop-off' and collection' times.

- To patrol the outside of school during 'drop off and collection' to move on drivers who are parked in hazardous or unpermitted locations.

Health, Safety and Compliance

- Ensure full compliance with health and safety legislation.
- If directed by the Premises Manager, carry out all statutory checks and update the necessary records (including, but not limited to, fire safety, playground equipment, water hygiene, asbestos, and contractor compliance), as needed to ensure compliance with relevant legislative requirements
- Support the school's risk assessment procedures and emergency planning.
- Ensure safe use, storage and disposal of cleaning chemicals in accordance with COSHH regulations.
- Put out and collect refuse bins as needed

Security and Safeguarding

- Carry out the daily opening and closing of the school site, as required, ensuring buildings and grounds are secure at all times.
- Monitor site access, acting promptly to manage any unauthorised entry or safety concerns.
- Respond calmly and effectively to emergencies, alarm activations and callouts.
- Support safeguarding expectations by maintaining a secure environment appropriate for young children.

Grounds and External Areas

- Carry out the care and maintenance of school grounds, including playgrounds, gardens and pathways.
- Prepare outdoor areas and facilities for activities, events and seasonal changes.
- In the absence of the Premises Manager, liaise with grounds contractors where required.
- Ensure paths and communal areas are kept clean, tidy and clear of obstructions.
- Snow clearing and gritting areas when required.

Cleaning and Caretaking

- Carry out ad-hoc cleaning as required.
- Replenish all toiletry consumables around the school.

School Support and Events

- Assist with set-up and breakdown for school events, assemblies, staff meetings, school fairs, performances, open days and examinations.
- Provide practical support for out-of-hours use of the site, where applicable.
- Work flexibly to meet the needs of the school calendar.
- To carry out portering tasks as needed.

It is anticipated that most minor maintenance tasks will be carried out outside of school hours, i.e. between 3.30pm-7.00pm.

General Responsibilities

- Build positive working relationships with staff, pupils, parents and visitors.
- Uphold the ethos, values and reputation of the school.
- Follow all school policies, including safeguarding, health and safety and data protection.
- Undertake training appropriate to the role and school environment.
- Carry out other reasonable duties as requested by the Headteacher or Bursar.
- Uphold all school policies, safeguarding procedures and professional standards.
- Build strong relationships with parents, communicate progress and support engagement in children's learning.
- Participate actively in staff meetings, INSET days and continuing professional development.
- To attend all staff meetings, and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
- To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
- To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children. The health, safety and well-being of all our pupils are of paramount importance to all the staff at Kew College Prep. We are committed to providing an environment in which children feel welcomed, safe, valued and respected. Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities. We expect all our employees to mirror and demonstrate this commitment.

To ensure that we comply with our Safeguarding commitment and responsibility, the school will undertake all necessary vetting checks, pre and post interviews, including an enhanced DBS check, internet checks, teaching prohibition checks, references, right to work in the UK and medical fitness.

Person Specification

Qualifications & Training			
1	A clean driving licence (preferably D1 but not essential)	X	
2	GCSE Maths and English at or above Grade C / 4 (or equivalent)	X	
3	Paediatric First Aid		X
Professional Knowledge & Understanding			
4	To have a good understanding of all statutory regulations such as Health & safety, manual handling, COSHH, water hygiene and fire safety		X
Experience			
5	Experience of working in a similar role or within a trade, that is able to support basic building repairs and maintenance	X	
6	Experience of having worked with and co-ordinating maintenance contractors	X	
7	Experience of working within an educational setting		X
8	Experience of driving a minibus or large multi-people vehicle		X
Skills & Abilities			
9	To possess good IT skills including Microsoft office, Outlook, Excel and Word	X	

10	Ability to perform the physical tasks required by the post including lifting, carrying, distributing and pushing various equipment to undertake the duties of the post	X	
11	Ability to prioritise workload effectively and in line with the needs of the school.	X	
	Personal Qualities		
12	Excellent communication and interpersonal skills-written and verbal	X	
13	Ability to establish rapport and respectful, trusting relationships with a range of stakeholders both internal and external.	X	