



# Bedford Girls' School

## Job Description

### Premises Assistant

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.	
<b>Job Purpose:</b>	To assist the Estates Supervisor with the smooth running of the school premises. To help maintain the school premises to the highest standards and assist with the preparation of facilities, health and safety checks, movement of furniture, minor repairs and security of site.
<b>Job Title:</b>	Premises Assistant
<b>Reporting Line:</b>	Estates Supervisor / Estates Manager
<b>Working Hours:</b>	37 hours per week, 52 weeks a year. The hours are between 6.00 am to 6.00 pm (Two shifts, 6 am to 2.30 pm and 9.30 am to 6 pm).
<b>Salary:</b>	£26,000 to £28,000 per annum, dependent on experience Plus £1000 allowance per annum for being on call
<b>Principal Accountabilities/ Responsibilities</b>	<p>Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact with.</p> <p><b>Premises Management</b></p> <ul style="list-style-type: none"> <li>Assist the Estates Supervisor with maintaining the school premises to a high standard, ensuring that all services (i.e. heating, lighting and security systems and plumbing) are operating to satisfactory standards as directed by Premises Supervisor.</li> <li>Assist with the completion of regular and ad hoc health and safety checks around all school sites. Escalate any issues in a timely manner to the Estates Manager and the Compliance Officer.</li> <li>Assist in the preparation of facilities for a varied programme of activities and events on the premises.</li> <li>Assist with the movement of furniture, equipment and materials as required.</li> <li>Managing the reactive cleaning of the school following spillages, accidents outside the core cleaning team functions.</li> <li>Carry out repairs and maintenance duties as directed by the Estates Supervisor</li> </ul> <p><b>School Vehicles</b></p> <ul style="list-style-type: none"> <li>Occasional Driving of school vehicles as directed by the Estates Supervisor</li> </ul> <p><b>Security Management</b></p> <ul style="list-style-type: none"> <li>School Security – including opening up of premises and school site, management of alarms and key access and liaise with the police if the school is broken into.</li> <li>Assisting the Estates Supervisor with the management of parking – ensuring that staff, parents' and students' vehicles are correctly and safely parked on</li> </ul>



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	<p>the school site or other designated areas. Reporting inappropriately parked vehicles that cause a H &amp; S risk to Compliance Officer.</p> <p><b>Communication and Liaison</b></p> <ul style="list-style-type: none"><li>• Actively promote the school's services and facilities whenever possible.</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Maintain a thorough knowledge of all relevant legislation; this includes a knowledge of current H &amp; S legislation.</li><li>• Seek to improve and innovate more efficient ways of working and utilising the facilities.</li><li>• To attend training courses as required</li></ul>
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You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



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Person Specification		
	<b>Essential Criteria</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable Criteria</b>
<b>Qualifications</b>	Good standard of education or equivalent relevant experience.	Clean Driving Licence including D1 endorsement
<b>Experience</b>	Proven track record with experience of maintaining premises.  Experience in manual handling.	DIY/Carpentry Skills  Experience gained within a school environment.  ICT communication experience.  Carpentry experience.  Decorating experience.
<b>Knowledge &amp; Skills</b>	Knowledge of health and safety legislation relevant to the role.  Knowledge of maintaining premises.	Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner
<b>Personal competencies and qualities</b>	High degree of professionalism.  Personal integrity, diplomacy, honesty.  Commitment to personal development and lifelong learning.  Highly flexible and co-operative approach to the school's changing needs.	