



## ROLE PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Premises Assistant	<b>School:</b>	Rossett School
<b>Salary Grade:</b>	Band 4 – SCP 2 – 4	<b>Working Hours:</b>	37 hours per week Monday-Friday Term Time + Training Days
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Harrogate

#### Responsible to: Premises Manager

**Role summary:** To support the safe, compliant, and efficient operation of the school site by undertaking routine inspections, maintenance tasks, and ensuring adherence to health & safety, statutory, and regulatory standards. The role involves working closely with a variety of stakeholders, and school leadership to maintain a safe, attractive, and well-functioning environment for pupils, staff, and visitors.

#### Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

#### Role specific responsibilities:

##### 1. Caretaking / General Maintenance Services

- Perform maintenance tasks (e.g., repairs, painting, furniture replacement) ensuring the associated risk assessments are in place.
- Assist in identifying and prioritising maintenance works across the school site.
- Take utility readings and report high usage/ potential leaks to the Site Supervisor or Headteacher.
- Work with site team in delivering compliance tasks and fill in relevant data sheets.
- Be part of the site team with day-to-day maintenance, in the undertaking of their duties, as required.
- Undertake all tasks as prioritised in the plan of work and in liaison with Site Manager and BoM.

##### 2. Site Safety

- Lock and unlock buildings/gates, ensuring site security in respect of windows, doors, and alarm systems.
- Ensure safe access to buildings during adverse weather conditions. Snow clearing and gritting of all essential paths as required and liaison with external ploughing companies.
- Maintain vigilance for pupil safety and safeguarding while undertaking duties.



Learning Trust Alliance Teacher Training Teaching School Hub

### **3. Cleaning**

- Clean designated areas and set up for events as required.
- Duties will include but are not limited to drain cleans external works and maintenance.
- Use, as appropriate, powered equipment as provided and ensure that relevant Health & Safety regulations are always adhered to.
- Maintain daily water fountain hygiene, legionella flushing and associated task.
- Ensure all Health & Safety/Hygiene regulations are complied with and that hygiene in food preparation areas (outside of the main School Catering department) is maintained to a standard commensurate with the Food Act 1997.
- Décor in half term times and upgrading areas as directed.

### **4. Health and Safety**

- Conduct regular premises walk-arounds and inspections, recording findings and actions.
- Ensure compliance with statutory guidance, including asbestos management, RAMS, and school policies through completion of tasks assigned via the Trusts Compliance portal: Risk Manager and/or instructions from the Site Supervisor.
- Identify and report health & safety risks, hazards, and compliance issues.
- Cordon off and make any immediate risks safe.
- Support and participate in emergency and contingency planning exercises.
- Undertake training and refresher sessions on health & safety and compliance.
- Store equipment and products safely, carrying out COSHH risk assessments as required.
- Follow organisational policies, procedures, and governance processes.
- Support, implement, and adhere to all school/estate policies (e.g., Safeguarding, Equal Opportunities, Health & Safety etc.).
- Complete compliance tasks via the Trust's Compliance portal: Risk Manager.

### **5. Porterage Services**

- Provide portage services, receive deliveries, and transport items within the site.
- Prepare rooms and halls for meetings and events, restoring them to their original arrangement afterwards.

### **6. After School Lettings**

- Support after-school lettings, ensuring hired areas are safe and appropriately prepared.

### **7. Callouts / Emergencies**

- Act as designated key holder – attend site for emergency callouts.
- Support and participate in emergency and contingency planning exercises.
- Be available out of scheduled work patterns, where emergency situations or school need requires.

### **8. Contractors / Site Maintenance Visitors**

- Support tradesmen and contractors with day-to-day maintenance.
- Communicate and direct service and maintenance contractors on site.
- Ensure contractors follow permit systems and provide appropriate documentation.
- Liaise with contractors and Trust staff, ensuring necessary paperwork and clearances are completed.
- Assist contractors in accessing relevant estate documentation and procedures.

### **9. General**

- Hold a full UK driving license. Minibus driving as and when required (training will be provided)
- Provide basic estate-related information to senior leadership team when required.
- Understand legal boundaries, ownership, and restrictions of the estate.
- Monitor energy usage via the Energy Sparks portal and promote good practices (e.g., switching off unused systems, ensuring the heating is only on when required etc).
- Participate in behavioural change programmes and training on efficient building use.



- Log faults on the Trust Helpdesk in a timely and appropriate fashion as required. Liaise with the Site Supervisor and/or Headteacher, to ensure they are up to date with any faults/concerns.
- Conduct regular premises walk-arounds and inspections, recording findings and actions.
- Participate in school Performance Management/Appraisal process and seek to develop skills further through professional development opportunities.
- Carry out any other duties commensurate with the grade of the post, as directed by the Headteacher.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

**RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values

-  **Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
-  **Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
-  **Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals

-  **We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
-  **We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.
-  **We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.
-  **We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
-  **We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Able to communicate effectively with staff at all levels within the school and across the MAT.	*	
Able to identify and report risks and maintenance concerns	*	



Able to relate positively to young people.	*	
Able to work effectively as part of a team.	*	
Able to take initiative and work independently.	*	
Ability to work under pressure.	*	
Able to work to high levels of accuracy / maintenance standards.	*	
Able to prioritise and plan to ensure completion of tasks.	*	
Able to take a considered and safe approach to maintenance and security.	*	
Demonstrates a sense of pride in work, the school and wider environment.	*	
Demonstrates a positive attitude and a solution-based focus.	*	
Able to be discreet at all times in the disclosure of information about the school and MAT and has a clear awareness of confidentiality.	*	
Demonstrates a full commitment to safeguarding and promoting the welfare of children and young people.	*	
Sense of humour and optimism.	*	
Self-motivated and hard working.	*	
Open and honest.	*	
Flexible and willing to comply with requests to ensure site services are delivered to an outstanding standard for all school pupils, staff, parents, and visitors.	*	
Willingness to undertake additional training and develop personal skills.	*	
Willingness to be flexible and work to meet the best interests of the school and MAT.	*	
Willing to carry out any other duties commensurate with the grade of the post, as directed by the Headteacher.	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Prior experience in an estates or premises maintenance environment.		*
Existing knowledge/experience of a particular maintenance trade.	*	
PAT testing qualification and experience or willingness to undertake training.	*	
Knowledge / prior training of Health and Safety legislation.	*	
Experience of supporting general trade tasks/skilled trade workers.	*	
Demonstrable problem solving skills within a work environment.	*	
Good numeracy and literacy skills.	*	
Competency when using IT software and systems.	*	



Knowledge of health & safety legislation and site security measures.	*	
Driving Licence - be willing to drive and undertake tasks as required.	*	
Experience in an educational setting.		*
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
Has appropriate motivation to work with, and at times alongside, children.	*	
Ability to maintain appropriate relationships and personal boundaries with children.	*	
Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	*	

