



JOB DESCRIPTION

SCHOOL/LOCATION: St Peter & St Paul CE Academy, Syston

JOB TITLE: Assistant Premises Officer

RESPONSIBLE TO: Site Manager

GRADE: 5

SALARY: £11,559 per annum

CORE PURPOSE:

Contributing to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds, which ensures that pupils and staff have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

KEY DUTIES & RESPONSIBILITIES

- On occasions, under the direction of a senior member of staff, be requested to cover for a Site Manager in his/her absence.
- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules for room bookings (lettings), to ensure that lessons and other activities are able to take place at the specified time;.
- Lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To undertake routine cleaning which is not undertaken by cleaning contractors or is required as a result of spillages and other accidents, to ensure that the school is clean, safe, healthy and comfortable place for pupils, staff and other users to work in or use;
- To undertake the cleaning during school closures (eg floor polishing, cleaning walls) ensuring that the school is clean, safe, healthy and comfortable for students, staff and other users to use.
- To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.
- To undertake a programme of general maintenance, work as directed and related to personal skills (eg plumbing, electrical) ensuring that the school is maintained in a state of good repair on a cost effective basis;
- To undertake minor repairs and maintenance on an 'as and when necessary basis' eg changing plugs, replacing light bulbs, repairing door handles, to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption;
- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that action can be taken as soon as possible, to enable lessons and activities to take place without disruption and to avoid cancellations.

- To assist with the distribution of deliveries of orders to ensure that supplies and equipment required by students and teachers and other staff are available when needed;
- To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay;
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- To comply with Health & Safety legislation, school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any 'breaches' of safety regulations/policies or other safety concerns noticed to the appropriate person, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.

GENERAL REQUIREMENTS

- Ensure the values of Rise Multi Academy Trust are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
- Contribute to the formulation and implementation of the Rise Multi Academy Trust Improvement Plan;
- Be prepared to work 'across piece', being flexible and interested in other areas;
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required;
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
- Carry out duties placed on staff by Health and Safety legislation;
- Carry out appropriate additional tasks at the request of the senior leader.

REVIEW AND AMENDMENT

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL OR DESIRABLE
EDUCATION & TRAINING	Literate and Numerate Health and Safety Training will be provided on a regular basis	E
EXPERIENCE & SKILLS	General knowledge of building maintenance and cleaning procedures Understanding of Health & Safety issues	E
PERSONAL ATTRIBUTES	Good communication skills and the ability to work as an individual and as part of a team	E
SAFEGUARDING & EQUAL OPPORTUNITY	Commitment to the highest standards of equality and celebration of diversity	E
	Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E