

Premises Assistant

Job Description

Post title	Premises Assistant
Reports to	Headteacher, Premises Manager and Office manager
Location of the post	HCAT schools
Grade	2

Main Purpose of the Post

To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.

Main Duties and Responsibilities

1. To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.
2. Locking and unlocking of buildings at pre-determined times
3. To undertake general portering duties whilst on site to include moving furniture & equipment on site
4. Receive deliveries to the site
5. To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings e.g. minor painting
6. To assist with cleaning duties as directed.
7. Collect and assemble waste for collection

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Responsibility

1. Responsibility for Staff:

None

2. Responsibility for Stakeholders/Clients:

Responsible for ensuring the safety of pupils, colleagues within the school, parents and governors

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

Safe use, moving and storage of all equipment used in the course of the role.

Ensuring site is safe and secure.

Maintain high standards of cleanliness and maintenance of equipment and buildings throughout the school. Ensure cleaning and caretaking equipment and products are stored safely and securely.

Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately

Contacts and Reason for the Contact:

1. Within Service Area/Section:

General contact with pupils, colleagues, parents, governors and other visitors to the school

Headteacher/Site Manager to identify key tasks to be undertaken as required for the effective running of the school.

2. **With Any Other Areas (where applicable)**

Premises staff within the Academy

3. **With External Bodies to the Academy**

Contractors/visitors to the site

Risks to health

Medium physical demands due to nature of the work required. The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.

Normal working conditions with some lone working and rare confrontational behaviour from trespassers

Low emotional demands

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	<p>Good numeracy/ literacy skills or Good standard of education.</p> <p>Willing to undertake training relevant to role</p>			
EXPERIENCE	<p>Experience of undertaking general cleaning duties</p> <p>Experience of carrying out minor repairs</p>			
KNOWLEDGE	Awareness of Health & Safety legislation (COSHH, Risk Assessments)		Ability to use tools for making minor repairs	
SKILLS	<p>Able to work with minimum supervision.</p> <p>Self-motivated</p> <p>Punctuality</p> <p>Ability to be flexible to adapt to changing workload demands and new school challenges</p> <p>Attention to detail</p> <p>Ability to manage time effectively to complete tasks to a high level.</p> <p>Ability to work both alone and within a team to achieve specified standards</p> <p>Good verbal communication skills</p>			

<p>PERSONAL QUALITIES</p>	<p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Relates well to children</p> <p>Ability to interact well using courtesy, tact and diplomacy and negotiation skills</p> <p>Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>Speaks clearly and accurately</p>			
<p>OTHER REQUIREMENTS</p>	<p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</p>			

*Key: AF=application form; I=interview; T=test; P=presentation; R=references