

JOB DESCRIPTION: Premises Assistant



Job Description

Position: Premises Assistant

Responsible to:

Responsible for:

Grade: B

About the Cabot Learning Federation

The Cabot Learning Federation is a diverse Multi-Academy Trust (MAT) in the South West. We are proud to serve 18,000+ pupils who all attend ten secondary academies, thirteen primary academies, an all through provision, a studio school, a discrete Post 16 provision, two alternative provision schools and three SEMH special schools.

Job Summary

The Premises Assistant will support the Premises Manager in all aspects of site management to ensure a safe, secure and well maintained environment for all students, staff and visitors. They will support an appropriate Health and Safety culture ensuring all relevant Health and Safety regulations and guidelines are adhered to at all times.

Primary Duties and Responsibilities

Relationships

- Develop and maintain constructive working relationships with the Premises Manager and deputise as required
- Develop and maintain supportive working relationships with site team colleagues
- Establish and maintain good working relationships with the Principal, Academy Operations Manager and Academy staff
- Develop and maintain effective, professional working relationships with the Projects and Estates Team including other colleagues within the Corporate Services Team
- Work effectively with all CLF colleagues
- Communicate effectively and professionally with contractors and service providers
- Communicate appropriately with students

Resource Management

- Carryout planned preventative maintenance and compliance testing
- Carryout site safety checks
- Undertake portering duties
- Carry out repairs and maintenance to the premises and grounds
- Ensure the site is clean and litter free
- Assist with snow clearance and gritting of paths and walkways during bad weather
- Support the monitoring of fire alarm systems and fire safety equipment
- Support the health and safety of the site ensuring all duties are carried out in line with Health & Safety and COSHH legislation
- Assist with the security of the site to include the opening and closing down of the site as required
- Support procedures relating to emergency call outs
- Support the operation and maintenance of security alarms
- Support the use of the site for additional or non-standard activities outside of educational hours such as after school meetings, hiring of spaces and parent's evenings amongst others

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- Ensure all external contractors used are appropriately vetted and approved via the CLF PQQ process ahead of any works commencing
- Induct all contractors who come to site. Provide clear instructions, issue permits as required i.e. Hot Works, Permit to Work
- Quality assure work and ensure materials/equipment are used properly and safely
- Support the Premises Manager and Projects & Estates Team with any maintenance, refurbishment or build projects related to the academy
- Source and contact suppliers and contractors for quotations to ensure best value
- Support contracts that are in place for specific academy needs to ensure good performance i.e. refuge, sanitary
- Assist with the monitoring of hard and soft FM service providers and escalate any concerns to the Premises Manager

People Management

- Co-ordinate and manage external contractors who work on site as required
- Support site staff – The team may consist of cleaners, catering or grounds staff

Decision Making

- Identify health and safety hazards, damage or other site related issues, deal with them appropriately and in line with regulations, Academy policies and procedures.
- Be able to make quick, informed decisions within authority parameters regarding site matters and report this to the Premises Manager

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Work Demands

- Be flexible to deal with changing priorities and unforeseen circumstances
- Good attention to detail
- Ability to work without supervision and as part of a team
- Strong prioritisation and organisation skills
- Good communication skills
- Good understanding of Health & Safety
- Able to use Microsoft Office Programmes, e.g. email
- Be willing to attend training courses/workshops/network meetings

Physical Demands

- Able to carry out relevant physical tasks as required
- Some working at heights as required

Working Conditions

- Work is Academy based but there may be a requirement to work at another CLF Academy site if support is required.
- Work will involve working both inside and outside in all weathers.
- Role is likely to involve working with some potentially hazardous equipment and substances such as power tools and pesticides.

Accountability

You are accountable to, and will report to the Principal as appropriate. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.

General notes

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. Your role will play a significant part in the monitoring of highlighted students as part of the safeguarding process. An enhanced DBS disclosure is required by all staff. Whilst this role does not work directly with students you will be based on site and have regular access to students and are therefore in regulated activity. Details of our Child Protection & Safeguarding Policy can be found here > <https://clf.uk/governance/policies/>

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General Expectations

Behaviour Expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

Expectations of Jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual Academy policies and procedures
- Be committed to safeguarding and promoting the welfare of children and young people
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post
- Demonstrate professionalism towards sensitive and confidential information
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: