



BISHOP THOMAS GRANT SCHOOL

Premises Assistant

Job Description

Responsible to:	Premises Manager
Hours:	35 per week, on a shift pattern to suit the needs of the school. Monday – Friday, full time (all year round)
Grade:	NJC Scale 3, pts 5-6
Salary:	£30,120 to £30,552

Main purpose of the job:

- To work within a team responsible for the execution and performance of duties undertaken in caretaking, Health and Safety, maintenance work, security, cleansing, grounds maintenance and housekeeping and general day-to-day running of the school to a high standard.
- To lead on a number of day to day, weekly and monthly routines e.g. ensuring Health and Safety checklists are completed and that a comprehensive record is kept.

Main duties and responsibilities:

Specific

1. To ensure the Health and Safety of the staff and the students at all times and be conversant with the school's Health and Safety policy.
2. To be responsible for ensuring a range of defects or hazards to building fabrics, furniture, equipment and grounds are made safe, repaired etc. and reported to the Premises Manager, or the Business Manager in their absence.
3. To carry out necessary minor repairs, fixing where possible or making safe until qualified personnel, if required, can be called in. This work will include adjustments to doors, windows, locking systems, general carpentry, light fitting tubes and diffuser replacement etc.
4. To carry out all necessary cleaning to the fabric of the building during the school day including toilet areas, outside areas and litter removal. This includes making safe an area that has been contaminated by a student who has been unwell and disposing of any contaminated materials using relevant safety equipment.
5. To learn and understand all heating and hot water controls including building management system and associated services when required. In parallel, to familiarise oneself with the location of gas, water and electric meters, service runs and other hazardous services runs or supplies kept on the school site.
6. To undertake a range of periodic checks of equipment, plant etc. which includes weekly water testing, annual PAT testing (following training) etc. and record check details in a central log.
7. To be responsible and trusted as a main key holder, which involves the role of premises security both during the day and final locking/ alarming at the end of the day.
8. To respond promptly to urgent operational requirements.

9. To inspect student toilets daily and at regular intervals during term time and see that appropriate cleaning is performed throughout the day and that flush mechanisms and taps etc. are operating effectively.
10. To maintain the grounds, cutting grass and pruning bushes where necessary.
11. To ensure that the school buildings and playgrounds are kept free of litter and that the bins are emptied regularly.
12. In bad weather, to clear playgrounds, pathways, car parks and internal roads using rock salt and whatever methods necessary. To maintain safe routes inside the building and out during the school day.
13. To ensure you are available for call out in the event of any alarm activation. (This is based on a shared duty with colleagues.) To report breaches of security to the Premises Manager or the Business Manager.
14. After any drill, to reset the fire alarm system, if activated.
15. To remain aware and observant, ensuring that all fire exits, and escape routes remain free from obstruction both internally and externally at all times.
16. To be familiar with the use of fire-fighting equipment and procedures.
17. To act as a Fire Marshall in emergency situations for which training will be given.
18. To follow school policy in all financial matters such as ordering / purchasing and quality assurance of products and services received.
19. To monitor deliveries and consumable stock items and ensure they are securely and appropriately stored and despatched safely to the relevant department and the paperwork is signed and handed to the Finance Department.
20. To transport equipment, materials and furniture throughout the premises.
21. To transporting monies to and from the bank as required.
22. To ensure all cleaning cupboards, storage areas and voids are kept clean and tidy at all times and do not pose a fire risk.
23. As directed by the Premises Manager, to assist at Parents' Evenings and at other times when the school is open to visitor e.g. supervising car parking, sitting at Reception.
24. To ensure that, prior to lettings, the premises and grounds are in a satisfactory state and that furniture and equipment required are in place.
25. To conduct security patrols during the period of lettings and ensuring the premises are secure upon vacation by the user.
26. To restore the premises to its former state for normal daily use after any hirer has left the premises.
27. To make yourself available for occasional weekend work. (This is based on a shared duty with colleagues).
28. To attending training sessions as required in accordance with your continuous professional development.

General

1. To have a thorough understanding of school policies and implement them consistently
2. To participate in the school's Appraisal scheme, including target setting and review
3. To carry out other relevant duties commensurate with the level of this post that may be reasonably required by the Premises Manager, Business Manager or the Senior Leadership Team.
4. To support the Catholic ethos of the school.
5. To attend and participate in meeting as required.

Data Protection

- It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data Protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

- Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

- Employees are expected to work under the terms of the safeguarding policy of the school.

These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher and SLT that are broadly within the level of the post.

This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Qualifications
<p>Essential</p> <ul style="list-style-type: none">• An understanding of premises management and planned preventative maintenance.• An understanding of Health and Safety issues and its application in a high density environment <p>Desirable</p> <ul style="list-style-type: none">• Recognised qualifications in building trades or property maintenance e.g. City and Guilds, BTEC, NVQ etc.
Experience and Attributes
<p>Essential</p> <ul style="list-style-type: none">• Experience of working in the building trade or building maintenance.• Experience of working as part of a team• The ability to undertake a range of tasks including decorating plumbing, carpentry, glazing, general repairs and maintenance• The ability to move stock, equipment and furniture around the building• The ability to communicate effectively• The ability to work under pressure while remaining good-humoured• The ability to prioritise work and manage time• Good literacy and numeracy skills• Good IT skills
Personal Qualities
<p>Essential</p> <ul style="list-style-type: none">• As the post requires lifting, carrying and working at height physical fitness is a requirement• A clean driving licence• A willingness to work with Information Technology• The ability demonstrate personal integrity• Flexibility in the approach to work and the demands of the post• A willingness to undertake professional development• A commitment to safeguarding children• A commitment to Equal Opportunities• A commitment to the Catholic ethos of the school