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| CBSC logo | Carshalton Boys Sports CollegeWinchcombe Road Carshalton  Surrey  SM5 1RW |

### Job Description

**Job Title:** Assistant Premises Supervisor

**Pay Scale:** APT&C Scale 3/4, Point 5-10 (£27,067-£29,175)

**Hours of Work:** Full Time, 36 hours (on a rota basis), Monday to Friday

**Job Purpose**

Ensuring, under the direction of the Premises Co-ordinator, that the school premises/grounds and its contents are properly maintained, secured and ready for use. To undertake such tasks as may be necessary for effective site management.

**Accountable to**

Premises Co-ordinator

**Key Duties**

* To assist in the maintenance of the school site, buildings and grounds to a high standard.
* To assist and undertake cleaning duties to ensure that all school buildings and grounds are maintained to agreed standards and specification.
* To undertake minor repairs and maintenance tasks which are within the post holder’s competence.

### Other Key Duties

* To ensure deliveries to the school are correctly accepted, securely stored and distributed.
* To maintain, following direction of the Premises Co-ordinator, the security of the site and grounds, including liaising with other stakeholders in respect to arrangements.
* To report as appropriate any breaches of security and ensure any resultant damage is remedied properly and promptly.
* To undertake various porterage duties.
* To ensure that appropriate signs and notices are displayed.
* Preparation of Hall/Sports Hall & classrooms etc., for functions as required.
* Provide cover for unlocking/locking the site in the absence of Premises Supervisor’s i.e. holidays, flexibility in changing agreed hours will be necessary to perform this duty.

**Health & Safety**

* To take reasonable care of their own health and safety and for that of other persons (whether pupils, employee, contractors or members of the public) and to use the appropriate safety equipment in the execution of their duties.
* To report immediately to the Premises Co-ordinator, Health & Safety Officer, Principal or Vice Principal any accident, dangerous occurrence or practice, or threat to health and safety.

###### **Additional Duties**

You may be required carrying out additional duties, as the Premises Co-ordinator may reasonably request from time to time.

To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.

To comply with the school’s Health & Safety Policy and undertake risk assessments as appropriate.

To work within the school’s Equality and Diversity Policy.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

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.

**Equal Opportunities**

To ensure, that the spirit of the School policy is implemented.

Signed:

Print Name:

Date:

**Person Specification for Assistant Premises Supervisor**

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| **Experience and Knowledge**   * Experience of basic DIY * Knowledge of Health and Safety regulations * Knowledge of the basic principles of hygiene * Experience of working independently and as part of a team * Experience of working in a school environment   **Skills and Abilities**   * Ability to undertake basic repair work – training will be given * Ability to undertake grounds maintenance tasks – training will be given * Ability to undertake a range of cleaning tasks * Ability to reach and bend, and to carry out some heavy lifting * To undertake lettings and overtime as arranged and agreed with the Premises Manager. * Ability to be self-motivated and proactive at all times * Supportive of change   **Qualifications**   * Willingness to attend relevant training courses when necessary   **Personal**   * Commitment to working within the School’s Child Protection Policy * Commitment to high standards and expectations * Commitment to wearing the uniform provided by the school * High levels of professional integrity, energy and enthusiasm * Flexibility to undertake any role * A good sense of humour |