

Staff Job Profile

Position	Premises Assistant
Hours of Duty	Full time position (36 hours per week, 52 weeks per year). The hours above will incorporate a Saturday at an enhanced rate
Job Summary	To provide reliable and effective premises, caretaking, and compliance services for Greensand Multi Academy Trust (GMAT), working across our 6 schools as part of the premises community.
Reporting to	The Trust Finance and Operations Director

Main Duties and Responsibilities

- Provide responsive, friendly and school-focused premises services to our Trust schools as required.
- Proactively ensure the safety, tidiness, security and comfort of school facilities and promptly and accurately report any defects or hazards identified in the school premises, procedures, working practices and equipment
- Undertake scheduled routine compliance checks and inspections and keep written and electronic paper records as directed
- Provide general maintenance and housekeeping duties, appropriately identifying any works required by outside contractors
- Supervise contractors on site to ensure safe and appropriate working and compliance with safeguarding policies
- Provide general caretaking services, including litter picking, sweeping, emptying bins, basic cleaning and use of pitch maintenance equipment
- Provide any required assistance to onsite lettings
- Act as a keyholder and provide reliable locking and unlocking services for school facilities
- Setup furniture, equipment, and facilities in preparation for school and third-party use
- Be aware of and report opportunities for improvements in safety, schools' facilities, or cost savings
- Be a highly visible and proactive part of the school communities to promote positive, safe and welcoming environments for all users of the schools facilities
- Liaise with cleaners and other contractors on site
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Personal Responsibilities

- Work reliably on own initiative
- Work safely at all times and ensure all work is within abilities and training and follow any safe working practices. Take responsibility for the safety of all those affected by your work and raise any health and safety concerns immediately with your line manager

- Play a full part in the life of school communities, supporting the Trust's distinctive ethos and encouraging staff and students to follow this example.
- Take responsibility for own continued skill development and identifying training needs
- Ensure appearance and dress are appropriate
- Comply with Reigate Schools Health & Safety policy undertaking risk assessments as appropriate
- Be professional and courteous at all time to students, colleagues , visitors and others
- Adhere to Greensand Trust's procedures on safeguarding, child protection and confidentiality, reporting all concerns to appropriate person
- Actively promote Greensand Trust's policies and procedures
- Establish constructive relationships and communicate appropriately and openly with students, colleagues and other stakeholders
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

The duties may be varied to meet the changing demand of the Trust at the reasonable discretion of the post's line manager.