



**HERONSGATE PRIMARY SCHOOL
PREMISES ASSISTANT
GRADE: SCALE 2
JOB DESCRIPTION**

Purpose of job

To be responsible to the Premises Manager for undertaking caretaking, handyperson and portering duties at a school in order to maintain a clean, warm and safe environment.

Specifically

1. To maintain all outside areas in a clean, tidy and safe condition including picking up litter, unblocking drains, salting paths and play areas during inclement weather, clearing snow etc.
2. To assist cleaning operatives where necessary, including carrying out spot checks and emergency cleaning (e.g. following spillages or clearing up vomit).
3. To undertake the cleaning of the toilet blocks, to replenish toilet rolls, and hand towels to all toilets in the school.
4. To report any faults to the Premises Manager, to contact other departments within the Authority and external contractors concerning repairs and maintenance work as required. To supervise contractors carrying out repairs when required. To check that repairs have been carried out satisfactorily. To report on the performance of contractors as required.
5. To regularly check outside safety/security lighting is in good working order, replacing bulbs etc. as required. To report faults to the Premises Manager.
6. To receive stores deliveries and ensure stocks are distributed as necessary.
7. To comply with the school's codes and policies.
8. To carry out any other duties consistent with the grade of the post as required.
9. To carry out all duties with due regard for Health and Safety regulations, the Council's Equal Opportunities Policies.
10. Such other duties as may reasonably be required and are commensurate with the post's grade.

DESIGNATION OF POST TO WHICH POSTHOLDER NORMALLY REPORTS:
Premises Manager

Signed

Dated