

Job Description Premises Assistant

Reports to	Premises Manager
Job Grade	Scale 4
Hours	<p>Full time - 36 hours per week, 52 weeks per year (annual leave to be taken outside of school term-time)</p> <p>Working pattern:</p> <ul style="list-style-type: none"> • Term time - Monday to Friday: 6.30am start • School holidays - Monday to Friday: typically 8.30am start with some flexibility.
Job Purpose	<p>The post holder will be responsible for overseeing the daily opening of the school site, ensuring it is a safe place for welcoming school staff and pupils. Role includes supporting the Premises Manager in managing visiting contractors, visitors and the school's facilities and any other premises related functions.</p> <p>These functions include:</p> <ul style="list-style-type: none"> • Main point of contact when the Premises Manager is not on site • Process any emergency maintenance management of the school premises and facilities as needed. • Point of contact for Health & Safety Management whilst on site • Point of contact for contractors, deliveries and school staff • Carrying out specific duties related to premises management, facilities management or health and safety tasks to ensure a purposeful, orderly and productive working environment on a daily basis. <p>There will also be opportunities for the post holder to work collaboratively with premises managers at other local TEFAT schools, on joint projects or to provide ad-hoc support, promoting the Trust's ethos of collaborative working.</p> <p>The Premises Assistant is expected to work to establish an excellent professional relationship with the school and wider TEFAT community and the local school community.</p>
Line Management	N/A
Key Responsibilities:	
Overall Site Supervision	<ul style="list-style-type: none"> a) Opening/closing the premises at an appropriate time, activating/deactivating the alarms and security systems to ensure site remains secure b) Point of contact on site for the school's premises, facilities and Health and Safety functions. c) Contribute to the risk management process within the school; advise the Premises Manager of any concerns. d) Be a visible presence on site and be easily contactable via walkie-talkie or phone e) Have an awareness of school events and the school diary and their potential impact for site set up requirements

	<ul style="list-style-type: none"> f) The post holder will be a key holder and may be called upon to provide access to authorised personnel or services outside of normal working hours in the event of an emergency. g) Have an awareness of school events and the school diary, and facilitate these events through the preparation of the premises. h) Contribute to a safe and welcoming lunchtime provision for our pupils: supporting the set up and health and safety of the lunch hall.
Facility & Property Management	<ul style="list-style-type: none"> a) In liaison with the Premises Manager, point of contact for any emergency maintenance of the school site. b) Support the management of the provision and successful delivery of lettings. Notify the Premises Manager of any queries or concerns. c) Ensure that the premises and grounds of the school are maintained to the highest possible standards of cleanliness and appearance, are safe and promote effective learning and wellbeing. d) Carry out regular checks of play and PE equipment and access equipment (e.g. ladders) - identify and liaise with premises Manager to organise repairs as necessary
Health & Safety Management	<ul style="list-style-type: none"> a) Represent the school by taking the role of the school's Health and Safety Coordinator and Fire Officer, including: <ul style="list-style-type: none"> o Ensuring safe evacuation of any persons on site o Coordination of any emergency services required on site; o Inducting any contractors on emergency evacuation procedures. b) Ensure the Health and Safety Policy is implemented at all times. c) Assist the Premises Manager with accident investigations and taking appropriate emergency action as directed. d) Liaise with colleagues to manage accident and emergency situations. e) Ensure that combustible or dangerous materials or equipment are stored and used safely in accordance with COSHH regulations. f) Carry out health and safety checks, in accordance with relevant guidelines. g) Carry out and record risk assessments. h) Ensure all escape routes are kept free from obstruction. i) Ensure every reasonable step has taken place to prevent accidents.
Site Security & Safeguarding	<ul style="list-style-type: none"> a) Support the Premises Manager, or in his absence to be responsible for, overseeing the safety and security of the grounds (including the school field), buildings and the contents within the buildings including fixtures and fittings. b) Take appropriate action for intruders or trespassers. c) Ensure that contractors are managed in line with best practice in safeguarding policies and guidance, including the supervision of contractors whilst on site and ensuring that contractors observe basic health and safety rules. d) Ensure that any lettings or external users of the site follow relevant guidance, particularly regarding safeguarding, and ensuring the site is left clean and tidy for general school use. e) Raise any concerns in relation to contractors with the Premises Manager or Operations Manager ensuring these are addressed.
Services, Maintenance and Repairs	<ul style="list-style-type: none"> a) Support the efficient operation and maintenance of lighting and heating on the premises. b) Responsible for the maintenance, removal or replacement of appropriate fixtures and furnishings across the school site as directed by the Premises Manager, Operations Manager or SLT. c) Responsible for refuse and recycling and that the site and its perimeter are kept in a clean and tidy manner d) Responsible for handyperson duties, covering minor maintenance, including decorating, and emergency repairs which require a "D.I.Y." level of skill, relevant to both internal and external parts of the school site.

	e) Support the Premises Manager to carry out regular inspections and testing of equipment.
Cleaning and Hygiene	a) Responsible for day to day cleaning and restocking cleaning / hygiene materials, including cleaning up any emergency spillages, for example sickness etc. to make the site safe for use throughout the day. Eg cleaning toilets, litter picking, bodily spillages b) Ensure the site is safe during all weather conditions, eg gritting the playgrounds and walk areas. c) Responsible for the removal of graffiti. Taking into account COSHH regulations. d) Responsible for pest control
Porterage	a) Responsible for porterage and post duties as necessary, including: <ol style="list-style-type: none"> The handling of deliveries/collections and distribution within the school efficiently; Moving of furniture and equipment; Setting up rooms both for use by the school and for appropriate lettings; and Adhering to the principles of kinetic lifting and the use of mechanical aids.
General Duties Relevant to All Members of Staff	a) Be familiar with and support the Trust's Vision, Values and Goals. b) Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection. c) Embrace and celebrate diversity, ensuring equal opportunities for all. d) Contribute to the overall aims of the Trust. e) Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students. f) Ensure personal continuous professional development, seeking active opportunities for innovative and effective practice. g) Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
<p style="text-align: center;">Additional Information</p> <ul style="list-style-type: none"> • This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the school. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed; • The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and • Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check. 	