

JOB DESCRIPTION: Premises Assistant – Level 2

Job summary

Under the supervision of the Premises Manager, the Premises Assistant will support in all aspects of site management to ensure a safe, secure, and well-maintained environment for all students, staff, and visitors. They will support an appropriate health and safety culture ensuring all relevant health and safety regulations and guidelines are adhered to at all times.

Primary duties and responsibilities

Relationships

- Build and maintain effective working relationships with your line manager and team members to ensure the smooth provision of a comprehensive premises service.
- Establish and maintain positive and professional relationships with the Principal, academy Operations Manager and academy staff.
- Establish and maintain positive and professional relationships with colleagues to ensure sites are appropriately used and locked up during out of hours activities.
- Communicate effectively and professionally with other academy staff, students, and visitors to the academy.
- Maintain good working relationships with external service providers, contractors, and suppliers, as and when required.
- Adopt an appropriate communication style depending on the nature of the communication.

People management

- Assist and support new or less experienced staff regarding the premises service within the academy.
- Assist with the induction of all contractors who come to site. Provide clear instructions, issue permits as required i.e., Hot Works, Permit to Work and inspect work carried out.

Resource management

- Action assigned tickets on the Premises Helpdesk within required timescales and close following completion.
- Carry out daily, weekly, monthly, and quarterly compliance testing and site safety checks under the guidance of the Premises Manager.
- Carry out remedial actions, planned preventative maintenance, daily, weekly, monthly, and quarterly compliance testing and site safety checks as instructed by the Premises Manager.
- Update records in an accurate and timely manner.
- Carry out basic repairs and maintenance to the premises and grounds.
- Carry out seasonal and cyclical maintenance tasks.
- Assist with room changes and/or events, set up, and remove furniture, as required.
- Undertake portering duties.
- Use materials and equipment in line with Health & Safety and COSHH legislation.
- Carry out hygiene checks and replenish supplies.
- Support the monitoring of heating, water, electrical, security, fire alarm systems and fire safety equipment.
- Support the health and safety of the site ensuring all duties are carried out in line with Health & Safety and COSHH legislation.
- Support the use of the site for additional or non-standard activities outside of educational hours such as after school meetings, hiring of spaces and parent's evenings amongst others.
- Support the Premises Manager and Projects & Estates Team with any maintenance, refurbishment or build projects related to the academy.
- Responsible for the security of the site including the opening and locking up of the site as required.
- Assist with the monitoring of hard and soft FM service providers and escalate any concerns to the Premises Manager.
- Contribute to ensuring the site is clean and litter free.
- Assist with snow clearance, gritting of paths and walkways during bad weather.
- Wear protective clothing as required and instructed.
- Comply with instructions relating to safety, security, and confidentiality.

Decision making

- Responsible for own quality of work and completion to deadlines.
- Adapt approach to respond appropriately to situations that arise.

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- Report health and safety concerns to your line manager or an appropriate member of staff in line with the academy's guidelines.
- Utilise and analyse information to make good, informed decisions within post holder's remit.

Work demands

- Work demands will range from planned day to day duties, meeting strict internal and external deadlines to responding to ad-hoc enquiries and situations as they arise.
- Manage a busy workload and meet deadlines, seeking support as required when faced with conflicting priorities.

Physical demands

- Substantial physical effort required. This role will involve maintenance tasks including use of equipment and substances.
- Some working at heights as required.

Working conditions

- Role is an academy-based role. May be required to carry out some duties, such as training at other academy sites.
- Infrequent/ occasional requirement to attend external meetings.
- May be required to work evenings/weekends.
- Work will involve working both inside and outside in all weathers.
- Appropriate protective clothing to be worn in line with safety regulations and academy procedures.
- Role is likely to involve working with some potentially hazardous equipment and substances such as power tools and pesticides.

General expectations

Behaviour expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in seamless unity.

Expectations of jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual, including the Code of Conduct, as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety and Safeguarding policies and procedures and to undertake recommended training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services networks as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: