



## **JOB DESCRIPTION**

**POST: PREMISES ASSISTANT**

**GRADE:** Scale 4 – Spine point 8 - 11

**SERVICE AREA:** Schools

**SECTION:** Moreland Primary School & Children's Centre

**RESPONSIBLE TO:** Premises Manager

### **PRIMARY JOB FUNCTION**

In conjunction with the Premises Manager, the overall purpose of this role is, as part of a team, to be responsible for the security, safety, cleanliness and general maintenance of the school site. To ensure that the premises are fit for purpose and meet the requirements of health and safety legislation; and the curriculum.

The post holder will be responsible for opening and securing the site for any lettings and ensuring that the site is ready for use by the school at the end of each letting.

The post holder must have a flexible approach to working hours, especially to working evenings and weekends and covering holidays and sickness. They must be able to be a main key holder and attend to response "call outs" outside of normal working hours on occasion.

This post is responsible to the Premises Manager although day to day communication and cooperation with the Head teacher, management team and staff is essential.

## DUTIES AND RESPONSIBILITIES

### Security & Maintenance of the Premises & Grounds

1. To lock and unlock site and for use by the School and any authorised third parties, ensuring site security in line with school protocols.
2. To be a first point of contact in an emergency call-out situation as keyholder.
3. To undertake basic maintenance of heating, lighting, plumbing, security systems, building fabric, decoration, furniture fixtures & fittings and grounds to ensure they operate safely and efficiently, are clean and free from litter.
4. To check the site and buildings for damage and security issues on arrival at the premises, or as required by the Premises Manager, and to report any defects of building, furniture, fittings and equipment to the Premises Manager, ensuring that serious hazards are reported immediately.
5. To keep paths, entrances and walkways free of ice and snow to ensure the safety of students, parents, staff and visitors.
6. To ensure that clear passage is maintained on emergency escape routes.
7. To arrange, move, set-up furniture and facilities as specified by staff.
8. To ensure that all plant, equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
9. To assist in the monitoring of goods inwards and deliver to departments.
10. To sign in/sign out and supervise visiting contractors and service providers; including cleaning contractors, ensuring they have access to the school's smoking policy, fire evacuation procedures.
11. Ensure that at all times you use equipment in a safe manner and are appropriately trained.
12. Ensure that copies of the hazard data sheets, Risk Assessments, Method Statements and Procedure documentation are available to you and that you follow the guidance therein.
13. To follow existing working practices and procedures as set out by the Premises Manager.
14. To carry out any other duties as may from time to time be required by the Premises Manager including cleaning duties as requested.

15. Provide security cover when required by school staff; i.e. reception cover after hours.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is the expectation that you carry out any other reasonable duties or requests of the Premises Manager that are in keeping with this post.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

To carry out such other duties, appropriate to the post, as may reasonably be required.

Willing to work out of hours at evenings and weekends as necessary.

### **Confidentiality**

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

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### **ADDITIONAL:**

To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.

To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

Ensure that duties are undertaken with due regard and compliance with the Data Protection Act, GDPR requirements and other legislation.

Carry out duties and responsibilities in accordance with the School's Health and Safety Policy and relevant Health and Safety legislation.

At all times carrying out responsibilities/duties within the framework of the School's Equal Opportunities Policy.

Annual Leave to be taken at different time to Premises Manager

To be a named Fire Warden

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The title of the post to which I normally report is: Premises Manager

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Signed:

Date:

# PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

## Person Specification – Premises Assistant

	Essential	Desirable
Qualifications;	Good, demonstrable level of numeracy and literacy	Resides within 30 minute travel time to school  First aid qualified  IOSH, COSHH, Ladder safety, infection control and prevention training.
Experience;	Minimum 6 months experience in a site maintenance role  Experience in carrying out risk assessment  Carrying out fire alarm system test	Working in a school environment  Dealing with emergency response and incidents  Security experience
Core Competencies;	Competent at basic plumbing, decorating and grounds maintenance tasks together with safe use of hand power & tools.  Able to understand and apply Health & Safety legislation regulation.  Ability to effectively communicate with a wide range of stakeholders	Formal trade qualification or relevant experience i.e. NEBOSH