



Job Description

Premises Assistant

Grade: Scale 4, Points 7-10 Full Time
Scale 3, Points 5-6 Part Time

Reports to: Premises Leader

Accountable to: School Business Leader (SBL) & Co-Headteachers

PURPOSE OF THE JOB

- **Site Support:** To actively support the Premises Leader with the hands-on maintenance, cleaning, security, heating, health & safety, and general site services across the school.
- **High Standards:** To support the premises team in maintaining all school buildings and grounds to the highest standards, taking genuine pride in achieving the best results for the school community.
- **Operational Flexibility:** To work shifts as agreed with the Premises Leader to meet the daily needs of the school, and to work at either school campus (Randall Place or Royal Hill) as directed.

MAIN DUTIES & RESPONSIBILITIES

HEALTH, SAFETY & COMPLIANCE

- **Statutory Checks:** Perform statutory maintenance checks and compliance tasks exactly as directed by the Premises Leader, ensuring accurate, up-to-date logs are kept on the school's online recording system.
- **Hazard Reporting:** Actively monitor the site and report all major and minor faults immediately to the Premises Leader to preserve site safety.
- **Regulations & Safeguarding:** Carry out all duties with strict regard for Health and Safety Regulations, COSHH, and within the framework of the Council's and the school's Equal Opportunities Policy.
- **Safeguarding:** Follow the school safeguarding policy at all times to ensure all pupils and staff are kept safe in school.

SECURITY & SITE CONTROL

- **Locking & Unlocking:** Open and lock up the school building on either campus as directed, including the proper setting and deactivating of alarm systems.
- **Traffic Control:** Assist in the safe control of the entry and exit of vehicles during the periods when they are permitted on the school site.
- **Cover & Deputising:** Deputise for the Premises Leader when requested, and work additional hours when required and agreed to ensure constant site coverage.

REPAIRS & MAINTENANCE (DIY)

- **Routine DIY:** Undertake routine DIY activities and practical repairs as directed by the Premises Leader (including painting, plumbing, glazing, carpentry, replacing light bulbs, and mending school fixtures) within the competency of the post holder.
- **Tool Care:** Maintain tools and equipment in a safe, clean, and working condition.

CLEANING & SITE UPKEEP

- **Grounds Maintenance:** Maintain all outside areas—including all playgrounds, garden areas, and parking areas—in a clean, tidy, and safe condition. This includes picking up litter, removing animal/vermin excrement, sweeping up leaves, and clearing snow or laying salt/grit during inclement weather.
- **Drainage:** Ensure all drains, gullies, low-level guttering, and downpipes across the site are kept entirely clean and free from debris.
- **Internal & Emergency Cleaning:** Clean internal areas of the building as directed. Carry out emergency and unscheduled cleaning when necessary (e.g., following spillages, clearing up vomit or bodily fluids immediately).

RESOURCES & DELIVERIES

- **Handling Goods:** Properly receive incoming stock deliveries and distribute or store them safely around the building as necessary.
- **Furniture Moving:** Safely move furniture, resources, and equipment around the building and between campuses as required. Set up and put away staging, exam desks, or chairs for school events and assemblies.

TEAMWORK, COMMUNICATION & DEVELOPMENT

- **Meetings:** Contribute positively to team meetings and review meetings as directed by the Premises Leader.
- **Developing Self:** Undertake professional training and attend INSET days in accordance with contractual requirements. Take an active, collaborative role in your own performance management cycle.
- **Ad-Hoc Duties:** Complete any other premises-related tasks that may not be listed above but are set as a direction by the Co-Headteachers, School Business Lead, and/or Premises Leader.

Signed (member of staff): _____ Date: _____