



October 2024

Dear Applicant

Thank you for considering the position of Premises Team Member at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing team member who will enjoy working in a school environment. You will need to be an organised and motivated individual with a passion for maintaining high maintenance standards across the school. You will be required to undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings and to assist the cleaning team as required

The ideal candidate will have knowledge and experience of plumbing, general maintenance and decorating, alongside being enthusiastic, motivated and able to work well under pressure. We are looking for someone who prides themselves on a high standard of work and has the ability to prioritise their workload efficiently.

This is a full-time role working 52 weeks per year and 37 hours per week, with a starting salary of £22,263.

The building is open from 6.30am – 7pm every day as well as opening the premises for use of the sports facilities at the weekend. Shift patterns will be discussed at interview.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form. Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ. The closing date for applications is 15th November. Interviews will be held week beginning 18th November. We reserve the right to interview early should an exceptional candidate apply.

Yours sincerely

B Withers

HR Manager

Headteacher:
Claire Croxall
Kernick Road, Penryn,
Cornwall, TR10 8PZ

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secretary@penryn-college.cornwall.sch.uk
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Job Description

Premises Team Member

**Post:**

Premises Team Member

Grade:

E

Hours:

37

Responsible to:

Premises Manager

Direct Supervisory Responsibility for:

None.

Indirect Supervisory Responsibility for:

None.

Important Functional Relationships:

Internal: Headteacher, School Leadership Team, School Operations Lead, Premises Team, Lettings Administrator, staff, pupils

External: Suppliers of goods and services, Cornwall Council Departments, contract maintenance staff, cleaning staff, parents, visitors to the school.

Main Purpose of Job:

To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings.

To assist the cleaning team as required.

Main Duties and Responsibilities:

- 1) To act as a key holder for the site ensuring security at all times
- 2) To undertake a wide range of maintenance, repair, refurbishments and installation work to the school site, including resolving technical problems and the replacement/installation of fixtures and fittings as necessary within the post holder's sphere of responsibility.
- 3) To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with the Premises Manager and approved contractors.
- 4) To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.
- 5) To ensure general cleanliness and safety of all hard surface areas of site, including drains, catchpits, gullies, etc. Also, to ensure the school buildings and grounds are free of litter, leaves, debris and graffiti.
- 6) To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- 7) To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Premises Manager.
- 8) To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- 9) To take deliveries of stores, materials and other goods and to undertake portorage duties as required (including moving furniture, equipment etc).
- 10) To be part of the premises rota team to cover evenings, weekends and bank holidays.
- 11) To undertake grounds/premises maintenance work as required.
- 12) To carry out weekly checks and maintenance on the STP, Hockey Astro and Muga including checking and maintenance of goals, posts, nets etc.
- 13) To maintain records and complete paperwork as required.

Job Description

Premises Team Member



Main Duties and Responsibilities:

- 14) To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 15) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 16) To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- 17) To undertake other duties appropriate to the grading of the post as required.

Person Specification

Premises Team Member



Person Specification	Essential	Desirable	How Identified
Relevant Experience	Good standard of practical knowledge, skills and experience of building and grounds maintenance work.	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment. Site security experience.	Application Form Interview
Education and Training	Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification (or relevant experience). Level 1 qualifications may be considered if accompanied by extensive relevant experience.	Basic Health & Safety qualification. Lifting & manual handling training. High level cleaning safety training.	Application Form
Special Knowledge and Training	Good practical skills. Good organisational skills. Good communication skills. General knowledge of building maintenance.	Basic Health & Safety qualification. Lifting & manual handling training. High level cleaning safety training.	Interview Application Form
Any Additional Factors	Ability to undertake physically demanding work. Ability to work as part of a team or alone. Flexible approach to work requirements, including able to work unsocial hours. Ability to work on own initiative/self-motivated. Comfortable with children/young people. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview