



## JOB DESCRIPTION

Job Title: **Premises Assistant**

Employer: **University of Brighton Academy Trust**

Academy/Department: **Estates and Facilities Management (EFM)**

Location: **Pound Hill Infant Academy and Desmond Anderson Primary Academy**

Grade: **East Sussex Grade 4 point 9-10**

Responsible to: **Senior Facilities Manager**

### PURPOSE OF THE ROLE

1. Maintain a clean, safe, and secure Academy site.
2. Provide and maintain a customer-focused service.
3. Provide caretaking duties including maintenance, janitorial and portage tasks.
4. Supervise external contractors.
5. Support and deputise for the Premises Officer as required.

### KEY RESPONSIBILITIES

1. Assist with the cleaning, care, maintenance and servicing of Academy buildings and grounds.
2. Assist with the setting up, arrangement and dismantlement of furniture and equipment for all ordinary and extraordinary Academy events, e.g. assemblies, school plays, open days etc as required.
3. Ensure the inspection and monitoring of building cleaning standards and cleaners' / contractors' performance in accordance with the Academy cleaning specification. To remove all internal refuse to nominated collection points. Carry out emergency cleaning duties as required i.e. as a result of sickness, accident or vandalism.
4. Assist with security procedures for Academy buildings and grounds in accordance with the Academy's policy, taking such measures as deemed suitable to ensure the protection of the Academy, e.g. correct function of lighting, alarm and CCTV systems, as required.

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5. Act in a safe and responsible manner, adhering to the Trust's health and safety safe systems of work. To report any accidents or incidents to your line manager.
6. Maintain, inspect and report Academy building and grounds maintenance standards including litter picking.
7. Maintain and operate heating and hot water supply in accordance with the Academy policy and instructions and carry out frost precaution procedures if requested by line manager.
8. Assist the Premises Officer or Multi-Site Maintenance Technicians in the carrying out of planned and reactive maintenance tasks, ad-hoc repairs and decoration, received via the CAFM system and assigned to you by your line manager.
9. Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required.
10. Replenish consumable items such as soap, towels, toilet paper etc as required throughout the Academy so to ensure that there is no unavailability of such consumables anywhere within the Academy at any time. Monitor stock levels of EFM related supplies and consumables, ensuring there is always sufficient stock by reporting to your line manager when an order is required.
11. Responsible for the routine opening and closing of the Academy and grounds when required. Assist the Premises Manager / Premises Officer where appropriate in enabling access in event of extreme weather or emergency situations.
12. Assist in maintaining site access in the event of snow, flooding, or other emergency, taking all necessary preventative measures to ensure the Academy is safe for occupancy and to contact the appropriate services in the event of fire, flood, critical incident, break-in, vandalism or accident, and attend out of hour's incidents or emergencies as cover requires.
13. Maintain and clean internal and external areas when required.
14. Assist your line manager in delivering the sustainability actions applicable to the Academy, promoting on-site work ethics such as turning off lights in unused areas, reporting leaks and monitoring heating controls.
15. Report to Premises Manager / Premises Officer in the event of fire, flood, criminal activities and accident.
16. Provide support to Premises Manager / Premises Officer and cleaning teams as required.
17. Notify your line manager of any repairs required to the Academy and grounds.

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**18. Operate cleaning machinery in accordance with manufacturers' instructions and in accordance the training you have been provided.**

**19. Collect and remove waste / rubbish from work areas to appropriate central collection points as directed.**

**20. Other Responsibilities**

- 20.1. To participate in continuous learning and development activities and performance management activities as required.
- 20.2. To undertake other reasonable duties as directed by your line manager.
- 20.3. To carry out all duties in accordance with the UoBAT Equal Opportunities Policy.
- 20.4. To support other Academies within the Trust's portfolio, providing cover for absence or sickness where directed by your line manager.

## PERSON SPECIFICATION

| REQUIREMENT                  | CRITERIA   | ASSESSMENT METHOD                   |                                     |                                     |
|------------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|
|                              |  | APPLICATION                         | INTERVIEW                           | EXERCISE                            |
| EDUCATION AND QUALIFICATIONS |  |                                     |                                     |                                     |
| Desirable                    | First Aid Certificate  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| KNOWLEDGE AND EXPERIENCE     |  |                                     |                                     |                                     |
| Essential                    | Knowledge of Health & Safety Regulations as they relate to the operation of cleaning equipment and the dilution of cleaning materials. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Essential                    | Experience of undertaking a range of caretaking duties.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| KEY SKILLS AND ABILITIES     |  |                                     |                                     |                                     |
| Essential                    | Ability to work effectively and supportively as a member of the Academy EFM team.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Ability to work in an organised and methodical manner.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Ability to act on own initiative, dealing with any unexpected problems that arise.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Ability to demonstrate commitment to Equal Opportunities.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Ability to work within and apply all Academy policies e.g. behaviour management, Health & Safety, Equal Opportunities.                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Ability to work effectively with colleagues.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Ability to access, manage and work with online service systems   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| PERSONAL ATTRIBUTES          |  |                                     |                                     |                                     |
| Essential                    | Willingness to carry out duties within any area of the school as requested by your line manager.                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential                    | Willingness to take personal responsibility for standard of work carried out.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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|           |  |                          |                                     |                                     |
|-----------|--|--------------------------|-------------------------------------|-------------------------------------|
| Essential | Willingness to participate in further training and development opportunities offered by the Academy, to further knowledge and range of competencies. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Essential | Willingness to maintain confidentiality on all school matters.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

## ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Approval Date: **May 2024**

Job Evaluation Reference: EXT488