



Job Description

Post: Premises Assistant
Hours of work: 30 hours per week, 8.00am - 3.00pm - 1 hour lunch unpaid
Scale: Grade 4 scale 7-10
£23,875.71 - £24,976.29 pro rata, depending on experience

PURPOSE OF THE JOB:

To be responsible to the Premises Manager, School Business Manager and Headteacher for undertaking caretaking, handy-person and portering duties in order to provide a clean, warm, and safe environment for uses of the buildings and grounds.

GENERAL RESPONSIBILITIES

- To be responsible to the Headteacher to assist in the day to day care and custody of Rachel McMillan Nursery School grounds and buildings; undertaking a range of premises related activities.
- To liaise with Premises Manager for the health and safety of the school site.
- To ensure that the maintenance of the school buildings and environment are effectively undertaken
- To undertake repairs (including toys and play equipment) and DIY projects, within agreed competence levels
- To co-operate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensure compliance with procedures for the safe and secure conduct of their activities
- To ensure a clean, tidy, and well-maintained school environment

SPECIFICALLY

- To be a named keyholder for the premises and to respond to out of hours emergencies, in the absence of the Premises Manager.
- To be responsible for the security of the building, unlocking and locking of the school when needed
- To maintain all external areas of the premises, in a clean, tidy and safe condition including picking up litter, unblocking drains, salting paths, play areas. Clearing snow/leaves and preparing bins for collection.
- To maintain all internal areas of the centre in a clean, tidy and safe condition.
- To undertake additional cleaning tasks and maintain adequate stocks of supplies across the centre, specifically for cleaning of spillages, vomit, blood or other bodily fluids when required.

- To carry out and complete minor repairs and routine maintenance, for example
 - Boarding broken windows.
 - Repairing fixtures and fittings.
 - Replacing light bulbs/tubes
 - Basic carpentry/plumbing- unblocking toilets/sinks, replacing tap washers etc.
 - Painting and decorating
 - Installing notice boards shelves and clocks
 - Refilling paper towel dispensers and soap
- To carry out annual testing of portable electrical equipment - after appropriate training
- To check regularly that all safety, security and fire equipment is in good working order, reporting major faults to the Headteacher/Premises Manager/School Business Manager.
- To be designated fire marshal and qualified first aider.
- To undertake minor window cleaning as required
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- To support the Premises Manager with the inspection of internal and external fixed equipment.
- To undertake all checks as on daily sheet.
- To undertake portering duties, including moving of furniture and equipment, receiving of stores/deliveries as necessary within the school buildings and collecting deliveries/materials from other buildings within the site.
- To assist in appropriate Health and safety risk assessments.
- To escort/direct visiting contractors and Council Officers within the school in a positive manner which reflects and supports the school's ethos and inform the School Business Manager and Headteacher of their activities and progress.
- To undertake any relevant training as directed.
- To assist in the maintenance and repair of all office, classroom and school equipment and assist in keeping all equipment functioning.
- To lock up the school during term time on an ad hoc basis and for the unlocking and locking of the school during school closure periods.
- To carry out any other duties commensurate with the level of the post.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- In discharging the duties of the post be mindful of the school's Health and Safety policy and procedures and the schools Equal Opportunities Policy.
- To be aware of the Schools policy and procedures on Child Protection.
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom you will come into contact with.
- To promote the Council's Equal Opportunities policies and Environmental Strategy and school ethos within the context of the responsibilities of the post

- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation
- To undertake such other duties as are required and are commensurate with the level of responsibility of the post holder

Signed by postholder _____

Signed by Headteacher _____

Date _____