

Reigate School

Staff Job Profile

Position	Premises Assistant
Salary Range	Greensand pay point 6-12 £20,045 - £23,378
Hours of Duty	Full time position (36 hours per week, 52 weeks per year). The hours will incorporate some Saturday working
Reporting to	The Trust Estates Manager

Main Duties and Responsibilities

- Provide responsive, friendly and school-focused premises services as required.
- Proactively ensure the safety, tidiness, security and comfort of school facilities and promptly and accurately report any defects or hazards identified in the school premises, procedures, working practices and equipment
- Undertake scheduled routine compliance checks and inspections and keep written and electronic paper records as directed
- Provide general maintenance and housekeeping duties, appropriately identifying any works required by outside contractors
- Supervise contractors on site to ensure safe and appropriate working and compliance with safeguarding policies
- Provide general caretaking services, including litter picking, sweeping, emptying bins, basic cleaning and use of pitch maintenance equipment
- Provide any required assistance to onsite lettings
- Act as a keyholder and provide reliable locking and unlocking services for school facilities
- Setup furniture, equipment, and facilities in preparation for school and third-party use
- Be aware of and report opportunities for improvements in safety, schools' facilities, or cost savings
- Be a highly visible and proactive part of the school communities to promote positive, safe and welcoming environments for all users of the schools facilities
- Liaise with cleaners and other contractors on site

Personal Responsibilities

- Work reliably on own initiative
- Work safely at all times and ensure all work is within your abilities and training and follow any safe working practices. Take responsibility for the safety of all those affected by your work and raise any health and safety concerns immediately with your line manager
- Play a full part in the life of the school community, supporting the schools ethos and encouraging staff and students to follow this example.
- Take responsibility for your own continued skill development and identifying training needs
- Ensure appearance and dress are appropriate
- Comply with Reigate Schools Health & Safety policy undertaking risk assessments as appropriate
- Be professional and courteous at all time to students, colleagues , visitors and others
- Adhere to Greensand Trust's procedures on safeguarding, child protection and confidentiality, reporting all concerns to appropriate person
- Actively promote Reigate Schools policies and procedures
- Establish constructive relationships and communicate appropriately and openly with students, colleagues and other stakeholders
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Person Specification

	Essential	Desirable
Education and Qualifications		
Good general education	✓	
Relevant professional qualification		✓
Health and Safety qualification		✓
Experience, knowledge and understanding		
Experience in a building or site maintenance role		✓
Good practice of maintenance skills ie plumbing, carpentry, decorating	✓	
Good knowledge of Health and Safety	✓	
Awareness of COSHH regulations		✓
Ability to provide practical support to the school	✓	
Skills and Abilities		
Basic IT skills	✓	
Good practical/DIY skills	✓	
Problem solving skills	✓	
Ability to work constructively as part of a team and equally happy to work alone	✓	
Strong organisational skills	✓	
Ability to effectively prioritise	✓	
Able to develop effective relationships with colleagues and to communicate effectively with them	✓	
Ability to maintain appropriate levels of confidentiality and discretion inside and outside of the school	✓	
Good knowledge of and proactive approach to materials and equipment	✓	
Personal Qualities		
Good sense of humour	✓	
Self-motivated and resilient	✓	
Adaptable and supportive of colleagues	✓	
Flexibility with a 'can do' attitude and willing to go the extra mile	✓	
Adaptable and able to cope with a wide range of tasks	✓	
Team Player	✓	
Reliable and an excellent timekeeper	✓	
Commitment to the Trust's ethos, aims and values	✓	
Good interpersonal skills	✓	
Able to develop relationships with all stakeholders	✓	