

**DEPARTMENT: FACILITIES**

**DESIGNATION: PREMISES ASSISTANT**

**RESPONSIBLE TO: FACILITIES MANAGER**

**POST GRADE: LEVEL 3**

**NAME:**

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| **Main Purpose of the Post**  |
| To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed. |
| **Core Responsibilities, Tasks and Duties** |
| 1. General
* Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times
* Keep records relating to maintenance and security
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
* Undertake general portage duties including moving furniture and equipment within school
* Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site
* Replacing such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels etc.
* Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
* Receive deliveries to the school site
* Minor plant maintenance in accordance with agreed working practices and procedures. E.g. lubrication of heating pumps
* Collect and assemble waste for collection.
* Periodic cleaning of designated areas of the school building and grounds according to instructions
* Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
* Undertake lettings and carry out associated tasks, in line with local agreements.
* Act as a designated key holder, providing emergency access to the school site
* Act as school contact in relation to premises related contractors
* Organise testing for asbestos and other health and safety procedures.
* Any other duties appropriate to the post.
1. Health and Safety
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
1. Professional Accountability
* The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.
1. Safeguarding
* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
1. Equalities
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
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| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**PERSON SPECIFICATION**

**APPOINTMENT OF: PREMISES ASSISTANT**

**DEPARTMENT: FACILITIES**

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| **Minimum Requirements** | **Measured by:****A) Application****B) Test/Exercise****C) Interview** |
| **QUALIFICATIONS/TRAINING:****It is essential that the post holder has:*** A good level of general education and relevant experience or an appropriate recognised NVQ level 1 or equivalent.
 | **A** |
| **EXPERIENCE/KNOWLEDGE:****It is essential that the post holder has:*** Demonstrate relevant work experience.
 | **A & C** |
| **SKILLS AND ABILITIES:****It is essential that the post holder has/is:*** Awareness and sensitivity with regard to equal opportunities and race equality.
* Ability to communicate effectively orally and in writing
* Able to establish a rapport with young people.
* Experience of, or an ability to work on own initiative.
* Ability to assist in preparing the learning environment.
* Ability to support the maintenance of student safety.
* Ability to work as part of a team.
 | **A & C** |
| **ADDITIONAL FACTORS:****It is essential that the post holder is/has/can:*** Willingness to undertake any relevant training.
* Complete First Aid training.
* Awareness and sensitivity with regard to equal opportunities and race equality.
* An ability to fulfil all spoken aspects of the role with confidence through the medium of English
 | **C** |