



JOB DESCRIPTION

Job Title:	Premises Assistant
School/Service:	St Mary's & St John's CE School
Reports to:	Senior Leadership Team
Grade:	Point 6-8
Location:	St Mary's & St John's CE School
Hours / Weeks:	36 Hours per Week – Full time (52 weeks)

Job Purpose:

To work under the direction of the Site Manager, to provide a clean and safe environment for students, staff and other users in which to work or otherwise use the school and its facilities.

Key Responsibilities:

- To work as part of the premises team in ensuring the security, health and safety and cleanliness of the school
- To participate fully in all aspects of the life of the school, maintaining good relationships with children, staff, parents and visitors
- To be a key holder for the school
- Work outside normal school hours, including Saturday, as and when required to cover lettings and school events
- To adopt a hands-on approach to minor repairs, maintenance, redecoration, cleaning and internal improvements to the furniture and fabric of the school where appropriate and as directed by the Site Manager
- Moving and setting up of furniture and equipment as required
- Ensure that all workmen who come on site report to the office and sign into the visitors' online system and show a visitors' badge whilst on the premises
- Accompany all workers on site at all times. Monitor the safety of their working practices and advise the Site Manager where there are concerns about the quality of their work or the service being provided
- To accept deliveries and undertake portage duties
- Ensuring fire doors and escapes are left unobstructed and in good working order

- Keeping corridors and fire escapes clear of obstructions
- Undertaking cleaning duties as required and deal with accidental spillages

- Work with limited supervision
- Attend training courses as required.

Grounds

- Ensure grounds work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary
- Ensure grounds are kept in a clean and tidy condition
- Overseeing and undertaking as necessary, clearing of paths, drains, gullies and car park
- In winter, ensure that gritting schedules are maintained and the school pathways remain safe for all users.

Health and Safety

- Ensure that the school's Health and Safety policy is adhered to in so far as it relates to premises/contractor' staff, to ensure their safety and that of students, staff and other school users
- To ensure that mechanical aid, steps and other care-taking equipment are in a safe condition
- Report to the Site Manager/Business Manager any unsafe furniture, structural defect, or any teaching apparatus were noticed to be defective
- Maintain appropriate records of regular health & safety checks etc. undertaken and report back to the Site Manager as appropriate.

Security of Premises and Contents

- Undertaking maintenance schedules and work rotas as directed by the Site Manager
- Oversee the work of contractors and report as required
- Oversee the day-to-day cleaning of the school, ensuring that the work is completed to a high standard and complies with safe working practice, reporting any concerns to the Site Manager.

Buildings

- Undertaking maintenance schedules and work rotas as directed by the Site Manager
- Oversee the work of contractors and report as required
- Oversee the day-to-day cleaning of the school, ensuring that the work is completed to a high standard and complies with safe working practice, reporting any concerns to the Site Manager.

Safeguarding

- The Governors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

Special Notes and Conditions

- The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To respond as required to emergency call-outs
- The post holder will ensure, during term time, that Neale House campus is open from 7.15am to 6.00pm, Bennett House 7.15am to 6.00pm and Stamford Raffles Campus' from 7.15am to 6.30pm, Monday to Friday
- This job description only contains the main accountabilities relating to this post and does not describe in detail all of the duties required to carry them out
- To perform, in accordance with any direction which may reasonably be given to you by the Headteachers/ Executive Principal from time to time, such particular duties as may be assigned to you.