



JOB DESCRIPTION

Premises Assistant – The Link Satellite Site

You will support the wider school Premises team in all aspects of their role including the security, maintenance, and development of the premises so that as a resource it most effectively supports the educational needs of the students.

The site is leased from Wallington Primary Academy, so we must work closely with their site Premises team to maintain the site. Some of the work to maintain the site is statutorily covered by their team but other work will be undertaken by the premises assistant we employ.

Reporting Relationship:

The post holder will report to the School Business Manager and when needed whole school premises team.

Functional links:

The Premises Assistant will liaise with the School Business Manager, Premises team, SLT, OHCAT Shared services teams, school staff, students, Governors, parents, carers, professionals, volunteers, and visitors to maintain the high standards of the school. The Premises Assistant will also have to, at times, liaise with the WPA (Wallington Primary Academy) premises team.

Duties and responsibilities

1. Site Maintenance in line with the SLA agreement with WPA

- Undertake all aspects of maintenance work of fixtures, fittings, plant and vehicles.
- Carry out all types of repair or improvements to the level of qualification, knowledge and experience required.
- Advise the School Business Manager concerning repairs and maintenance needed. Liaise with School Business Manager for purchases and advise when work is completed or of any issues which cannot be solved using own initiative.
- Keep equipment, tools and machinery in a secure manner.
- Undertake internal decoration in all areas if required and as directed.
- Keep records relating to company due diligence and regulations as directed by the Premises teams/School Business Manager.

2. Caretaking

- Carry out high level cleaning including light fittings, shades, diffusers etc., using the appropriate access equipment for which training is required.
- Make sure all detectors are kept free of cobwebs/obstructions, which could hinder their performance.
- Check external lighting regularly that all bulbs are working and appropriately adjust timers.



- Ensure toilet areas are kept clean and safe as needed whilst on duty.
- Be vigilant of any strangers on site and report as necessary.

3. Facilities

- Undertake general portage duties to ensure delivery of stock, stationery, supplies and equipment to the correct place within the site, remove furniture and set out of rooms as required.
- Prepare the school premises and site for meetings and special events and clear up after these activities.

4. Grounds Maintenance

- Check and maintain drains and gullies, driveways and paths.
- Ensure safe access to company premises e.g. snow clearance.
- Clear litter and ensure that the school grounds are maintained in a clean & tidy state.
- Ensure fences and boundaries are appropriately maintained.
- Take appropriate action to prevent trees and plants causing damage to property or injury to persons.

5. Health & Safety

- Perform duties in line with health and safety regulations and take action where hazards are identified. Report serious hazards to line manager immediately.
- Assess the risks involved in cleaning and maintenance duties around the school and take reasonable precautions for your own work in line with HASAWA Duty of Care
- Ensure all records for maintenance are current and that any statutory checks are maintained as directed by the Premises team/School Business Manager.
- Undertake regular health and safety checks of buildings, grounds, fixtures, fittings and equipment.
- Conduct Health & Safety Risk Assessment and ensure records are maintained for inspection.
- Carry out emergency repairs to ensure the health and safety of pupils and staff.
- Carry out safety and damage minimisation procedures in the event of, fire, flood, breaking and entering, accident or other major damage.

6. Other

- Undertake any relevant training as required.
- Keep aware of company policies and procedures.
- To work as a member of the staff team to contribute positively to effective working relationships within the school.
- Conduct any other duties commensurate with the post as required.



Person Specification	
Criteria	Essential = E Desirable = D
Qualifications and Training	
<ul style="list-style-type: none"> Vocational Qualification in building/maintenance operation Health & Safety Qualification Other relevant training/ professional qualifications 	D D D
Knowledge and Experience	
<ul style="list-style-type: none"> Experience of working within a school environment Previous experience in a maintenance, building or groundworks role (Maintenance) Previous experience in a grounds/gardening role (Grounds) Knowledge of Health & Safety Regulations 	D E D D
Skills and Abilities	
<ul style="list-style-type: none"> Able to work amongst young people with SEN which can lead to displays of behavioural, emotional & social difficulties Commitment to the ethos of the school Ability to work under pressure and meet deadlines. Ability to work collaboratively & co-operatively in a multi-professional team Variety of general maintenance/ grounds skills & willingness to undergo further training Pragmatic approach to problem solving Full clean driving licence Ability to liaise with visitors, contractors & others in a diplomatic manner Basic computer skills Willingness to work flexible hours when required 	E E E E E E E D E E E
Personal Attributes	
<ul style="list-style-type: none"> Full enhanced Disclosure clearance by DBS Medical Clearance Excellent attendance and punctuality record Be able to meet the physical requirements of the role 	E E E E
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