

Job Description

Premises Assistant – Primary School

Reporting to:	Headteacher/Operations Manager/Premises officer
Liaising with:	Parents, students, visitors, colleagues, external suppliers, and members of the public/local community
Grade/Salary:	STA Band 3/Scale point 6-9 per annum paid pro-rata dependent on hours required.
Hours of work:	school specific

Overall Purpose of this Post

With guidance and instruction from the Site Manager, the Premises Assistant works with members of the site team to ensure that the school site and its facilities are maintained and operational, secure, safe and tidy (including facilities, buildings and grounds).

As a keyholder, the Premises Assistant will open and close the buildings according to the shift worked. This includes a requirement for lone working. In addition, the Premises Assistant is the member of staff onsite during community lettings, which take place during evenings and weekends.:

Major Objectives:

Under the direction of the Site Manager, the main duties of the Premises Assistant are as follows:

General Duties

- Ensure that the school's buildings and facilities are secure when not in use - this includes checking windows are closed, lights are turned off, exits are secure, alarms are set and gates closed.
- Assist in setting up the hall for assemblies and special functions such a parent evenings and staff training/meetings.
- Assist with deliveries and collection of goods to and from school.
- Move furniture and equipment, as required, within the regulations for safe handling.
- Litter picking daily, including after break and lunchtimes.
- Assist with grass cutting and general maintenance of the grounds including the planted areas.
- Ensure that litter bins are placed in designated positions and emptied daily
- Be observant to defects or damage and report these promptly to the Site Manager.
- In the absence of the Site Manager, and within own confidence, skills and knowledge, arrange necessary emergency repairs, if required.
- Ensure that all areas of the school are free of graffiti, from debris and ensure that safe and adequate pathways are cleared in snowy or icy conditions.

Community Lettings

- Facilitate community lettings during evenings and weekends including setting up equipment, checking facilities prior to and after use and liaising with community group leaders.

Health And Safety & Maintenance Duties

- Ensure that relevant health and safety knowledge is kept up to date by engaging with training and briefings when provided.
- Assist with minor repairs to school equipment or building as requested by the Site Manager, giving due consideration to the qualifications, knowledge and skills of the post holder.
- Respond to accidental spillages in school or grounds when on duty.
- Use general electrical equipment in a safe and proper manner, following all safety precautions including checking for damage to cables and plugs.
- Supplement the cleaning of premises, if required.

Safe Working Practice

- Be aware and follow safe working practices within school.
- Seek advice and guidance from senior staff if unsure.

General Activities

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support equality of opportunity for all staff and students.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of colleagues.
- Attend and participate in relevant meetings, as required.
- Participate in training and performance review, as required.
- Any other tasks that may reasonably be required to support the smooth operation of the school.

Job Requirements: Essential (E) or Desirable (D).

Literacy and numeracy sufficient to perform the tasks above and below. English and Maths GCSE grade c or above	E D
Basic D.I.Y. skills and able to carry out minor repairs to buildings and equipment.	D
Able to use own initiative, meet deadlines and make decisions in emergencies	E
Must be self-motivated and able to work on own initiative	E
Ability to prioritise and deal with multiple on-going work tasks	D
Ability to deal with other staff and pupils in a polite and courteous manner	E
Willing & able to deal with people from a variety of backgrounds & levels.	E
Willing & able to work outside normal hours, and be on call for emergencies.	E



Willing & able to attend training courses & obtain relevant certificates for the role	E
Willing & able to operate hand tools, cleaning machinery, etc. & carry small loads.	E

This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure by the DBS. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. Employment is subject to the receipt of satisfactory references, proof of medical fitness and a probationary period of six months.