

Job Description

Premises Team Member

**Post:**

Premises Team Member

Responsible to:

Premises Manager

Working hours:

37.5 hrs per week

Grade:

E

Main purpose of the Role:

To undertake general maintenance of the school building and facilities, practical support in arrangements for meetings/events and to assist in maintaining the security of the school buildings.

To assist the cleaning team as required.

Duties and Responsibilities:

- To act as a key holder for the site ensuring security at all times
- To undertake a wide range of maintenance, repair, refurbishments and installation work to the school site, including resolving technical problems and the replacement/installation of fixtures and fittings as necessary within the post holder's sphere of responsibility.
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with the Premises Manager and approved contractors.
- To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure.
- To ensure general cleanliness and safety of all hard surface areas of site, including drains, catchpits, gullies, etc. Also, to ensure the school buildings and grounds are free of litter, leaves, debris and graffiti.
- To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Premises Manager.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc.) as necessary.
- To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc).
- To be part of the premises rota team to cover evenings, weekends and bank holidays.
- To undertake grounds/premises maintenance work as required.
- To carry out weekly checks and maintenance on the STP, Hockey Astro and Muga including checking and maintenance of goals, posts, nets etc.
- To maintain records and complete paperwork as required.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the School.