



GREENWICH COUNCIL

JOB DESCRIPTION

DEPARTMENT - CHILDREN'S SERVICES

SECTION Invicta Primary School **GRADE** £14,000 - £21,000 - according to experience - hours PT or FT - shifts included

DESIGNATION PREMISES ASSISTANT

Purpose of job

To be responsible to the Facilities Manager and Head Teacher / SBM for undertaking caretaking, handyperson and portering duties at a school in order to maintain a clean warm and safe environment.

Working across both school sites in Deptford and Blackheath as & when necessary.

Specifically

1. To maintain all outside areas in a clean, tidy and safe condition including picking up litter, unblocking drains, salting paths and play areas during inclement weather, clearing snow etc.
2. To maintain the grass, shrub and external potted plant areas by mowing, cutting, pruning, hoeing, re-planting and watering etc. as required.
3. To assist cleaning operatives where necessary, including carrying out spot checks and emergency cleaning (e.g. following spillages or clearing up vomit).
4. To undertake the cleaning of the toilet blocks, to replenish toilet rolls, and hand towels to all toilets in the school.
5. Ensure that the facilities, such as catering, security, maintenance and reception, run smoothly so schools can run effectively.
6. Secure the site and assist in site emergency and evacuation procedures.
7. Set up rooms for events and support the coordination of the event e.g. Open Evenings, Fun Days.
8. Carry out minor repairs and maintenance around the workplace.
9. Deal with enquiries from members of staff, contractors and members of the public.
10. Direct and communicate with outside contractors and customers.
11. To receive stores deliveries and ensure stocks are distributed as necessary.
12. Read energy meters and monitor heating and ventilation systems such as solar panels or reusable energy systems & other IT systems linked with BMA.
13. To report any faults to the Premises Manager, to contact other departments

- within the Authority and external contractors concerning repairs and maintenance work as required. To supervise contractors carrying out repairs when required. To check that repairs have been carried out satisfactorily. To report on the performance of contractors as required.
14. To act as key holder for the buildings, in the absence of the Premises Manager, and to ensure that the building is safe at the time of occupation. To set and check alarm systems as appropriate.
 15. To regularly check outside safety/security lighting is in good working order, replacing bulbs etc. as required. To report faults to the Premises Manager.
 16. In the absence of the Premises Manager; to operate the boilers, check temperature gauges, read meters and complete the necessary returns. To report all faults as necessary.
 17. In the absence of the Premises Manager, the post holder may be required to carry out banking duties including taking petty cash to the bank.
 18. To receive visitors and direct them as appropriate and in compliance with the schools code of practice and ethos.
 19. Be aware of and comply with the policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 20. To carry out any other duties consistent with the grade of the post as required.
 21. To carry out all duties with due regard for Health and Safety regulations, the Council's Equal Opportunities Policies and Environment Strategy.
 22. Such other duties as may reasonably be required and are commensurate with the post's grade.

DESIGNATION OF POST TO WHICH POSTHOLDER NORMALLY REPORTS:

Facilities Manager