

Job Description

Post:	Premises Assistant
Responsible to:	Premises Manager
Purpose of job:	To assist the Premises Manager in the efficient maintenance of the school site, fabric, fixtures, furniture and fittings, and to deputise for the Premises Manager during his absence and during his annual leave. It is essential the postholder's time keeping is meticulous and possesses good communication skills with adults and young people.

Main Duties:

1. **Repairs and Maintenance:** To report to the Premises Manager on the efficiency and working state of the school's maintenance plant and to repair and maintain such plant as and when it is required by the Premises Manager. To undertake daily and routine repairs and maintenance of the fabric, fixtures, furniture and fittings, of the school as required by the Premises Manager. Undertake improvement, alterations and building work within his/her ability.
2. **Energy:** To assist in and promote energy savings throughout the school.
3. **Cleaning:** To take a part in the general cleaning programme of the school, internally and externally, as required by the Premises Manager, including work such as toilet unblocking, sickness clearance, clearing of drains and gulleys, etc.
4. **Environment:** To control the regular clearing and cleaning of litter bins throughout the site, both internal and external, and to control litter both inside and outside the school buildings. Maintain litter bins in good hygienic order and appearance.
5. **Porterage:** To lift and move heavy articles and heavy items of furniture and set out and put away chairs, examination desks and other items whenever required, under the direction of the Premises Manager.
6. **Services:** To receive, check and sign for deliveries when necessary, under the direction of the Premises Manager. To receive, advise, control and monitor contractors when they are working on the school site; including the grounds maintenance contractor.
7. **Lettings:** To cover, when required, any out of school hours activity or letting in the evening or weekend. This will include security and key holder duties.
8. **Security:** To be a member of the "on-call" team for security alerts as appropriate during times when the school is closed.
9. **Miscellaneous:** The maintenance assistant may be required to undertake such other duties as may be necessary from time to time under the direction of the Premises Manager and members of the senior leadership team.

Security Responsibilities:

1. The post is offered on condition that the holder accepts an agreed role as a key holder on call from our alarm centre during times when the school is closed. The site consists of the school buildings and grounds in their entirety.
2. The Premises Assistant is expected to live within reasonable distance of the school so that in the event of an emergency he/she is able to respond rapidly to secure site security.
3. Certain other members of the senior staff are also on security call and will come to the assistance of the Premises Assistant according to a priority agreement plan.

Person Specification

Post: Premises Assistant

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Good standard of education • Full driving licence • Good interpersonal skills • Flexible approach to work • Ability to follow procedures • Ability to relate effectively to colleagues • Ability to work effectively with outside agencies and contractors • Enjoy working within a team • Have the ability to work independently • Be proactive within the whole school environment • Have good health and stamina • Have a good sense of humour • Be smart and well presented • Have a commitment to equal opportunities 	<ul style="list-style-type: none"> • Experience working in a relevant discipline • Handy person or DIY skills • Knowledge and understanding of health and safety requirements within a school environment • Knowledge and understanding of the requirements necessary for instructing contractors • A commitment to obtaining a relevant qualification if not already achieved • Some technical skills probably with a relevant professional qualification • Willingness to develop knowledge of ICT and other specialist equipment/resources • Willingness to take a test for the school mini bus

Epsom and Ewell High School is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.