**Caterham High School**

**JOB SPECIFICATION**

**Job Title: Assistant Premises Manager**

**Grade: LBR4**

**Responsible to: Premises Manager**

**Responsible for: Assistant Caretaker / Handyperson**

**Date of Job Spec: May 2018**

**Purpose of the Job**

Under the guidance of the Premises Manager provide Maintenance, Health and Safety and Security services on the school site and premises.

**Main Responsibilities**

**Security**

* Ensure that the premises are opened and closed appropriately and that the school has secure systems for locking/unlocking.
* Be a key holder of the school.
* Be a point of contact for security alarm call-outs (including out of hours calls), provide emergency access to the school site, locksmiths and other appropriate contractors, liaising with the school’s external security firm as appropriate.
* Operate and respond to alarm systems
* Under regular security checks and identify security risks
* Monitor fire equipment and carry out fire drills
* Monitor CCTV or surveillance equipment where appropriate
* Liaise with police, security and surveillance contractors
* Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches

**Cleaning and Maintenance**

* Serve as a point of contact for service trades people, Local Authority maintenance desk and service contractors, and to receive visitors to the site as appropriate.
* Monitor the work of contractors and trades people on site and ensure the work is completed to the standard agreed and required.
* Ensure that halls, classrooms, etc. are set up for routine and occasional events.
* Being familiar with, and implement, school emergency procedures as appropriate.
* Be a point of contact with the cleaning/window cleaning / grounds maintenance contractors and their site supervisors, as appropriate and record performance against standards.
* Assist with minor/simple repairs/redecorating e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
* Operate the heating plant, cooling and lighting system
* Collect and assemble waste for collection
* Undertake cleaning duties including graffiti removal, litter-picking
* Undertake emergency cleaning duties
* Coordinate deliveries to the site
* Identify defects and record repair and maintenance requirements
* Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training
* Routinely check that fixtures and fittings are in good working order, ensuring compliance with health and safety routines.
* Ensure that the school’s mini-buses are routinely checked in line with guidance.
* Ensure that pathways and other external surfaces are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.

**Facilities Management**

* In addition to the standard working week, provide adequate staff cover for the hiring of the school premises, and any special arrangements in respect of lettings/other events, during term time and school holiday periods (including weekends) as appropriate.
* Liaise with the school Community Facilities Manager regarding specific arrangements of the hiring of the school premises

**Health & Safety**

* Carry out regular site health and safety checks, external and internal and repair, arrange for repair, report, or escalate outstanding concerns as appropriate and ensure a record is kept of these checks and the actions taken.
* Assist in safety audits of the premises and contribute to relevant risk assessment activity.
* Maintain and check safety equipment and ladders/hall tower and ensure a record is kept.
* Undertake duties as a first-aider as and when required.

**Resources**

* Ensure the maintenance of clean and orderly working environment
* Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
* Undertake basic record keeping as directed
* Refill and replace consumables not covered by the cleaning contract e.g. Anti Bac & towels
* Report faulty equipment & other maintenance requirements to appropriate person
* Ensure lights and other equipment are switched off as appropriate

**Organisation**

* Assist with the receipt, distribution, collection and despatch of goods
* Assist and participate in the organisation and movement of furniture within the building
* Maintain and arrange orderly and secure storage of supplies
* Operate everyday equipment in accordance with instructions

**Other**

* 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
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Treat all users of the school with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

**Caterham High School**

**PERSON SPECIFICATION**

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| **Post Title** | Assistant Premises Manager | **Grade** | LBR Scale 4 |
| **Department** | **Facilities Team** | **Date of Person Specification** | **26/05/2018** |

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| **Attributes** | **Minimum Criteria** | **Method of Assessment** | **Desirable Criteria** | **Method of Assessment** |
| **Experience** | * Handyperson experience * Caretaking / Site Keeping experience in a school or similar environment | Interview  application |  | Interview  application |
| **Education, Training**  **And Qualifications** | * Willing to undertake induction training * Good literacy and numeracy skills | Interview  application | NVQ level 2 in literacy and numeracy |  |
| **Relationships** | * Able to relate to children and adults | Interview  application |  |  |
| **Equalities and Diversity** | * Has an understanding of equalities and diversity | Interview  application |  |  |
| **Skills** | * Basic knowledge of plumbing, electrical and decorating repair procedures * Working knowledge of relevant policies / codes of practice and legislation relevant to the role * Knowledge of health and safety and hygiene procedures and is able to implement these * Knowledge of COSHH regulations * Able to assess risk and recommend control measures * Knowledge of moving and handling procedures * Willing to use relevant equipment * Willing to participate in development and training opportunities * Able to self evaluate learning needs and actively seek learning opportunities * To work in an organised and methodical way * To be able to prioritise * Has basic knowledge of ICT and is willing to develop this further | Interview  application |  |  |
| **Management, e.g.**  **People, Finance and Skills** | * Able to direct the work of others | interview  application |  | interview  application |
| **Any additional factors** | * Willing to undertake further training and development as necessary * Willing to work evenings and weekends as required | interview  application |  | Interview  application |