

Kings Langley School: Role Description Support Staff

Title of Post	Premises Assistant
Grade (including allowances)	H2-H3
Reporting to	Premises Manager
Date	June 2018
Time/Hours	20 hrs per week (2pm-6pm)/Full Time/24 Days Holiday

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague or governor.

Duties Specific to the Post Holder

- To be a key holder for the school as and when required and to provide cover in the absence of other members of the team (this would be additional hours to those stated above).
- To assist with lettings/use of school premises outside of school hours this would be on a rotational basis one week on, one week off (this would be additional hours to those stated above).
- To assist in laying out furniture if required for example assemblies or after school events, sweeping the Hall floor after break and lunchtime.
- To assist in keeping the school tidy, assisting with the cleanliness of the school on a daily basis, litter collected from all areas of the site, bins are emptied and graffiti is removed etc.

- To clear up and clean spillages, sickness and other unfortunate emergency matters.
- To adopt a hands-on approach to minor repairs, maintenance, redecoration, cleaning and internal improvements to the furniture and fabric of the school where appropriate.
- To accept deliveries and undertake portage duties.
- Drive the minibus as required ensuring minibus training is kept up to date. Ensure the minibuses are kept clean and tidy, ensuring oil; screen wash etc. is checked regularly.
- Assist with all preventative maintenance tasks and administration i.e. fire alarm testing, water testing, emergency lighting testing etc.
- Follow all procedures associated with the smooth running of the building as stipulated by the PFI contract. For example; contacting the Helpdesk to log issues and following internal administration procedures.
- To carry out such other duties as required, and as are commensurate with the grade of the post.

Knowledge, Skills and Personal Attributes

- A trade skill or previous experience in a similar position would be preferable but not essential.
- A willingness to be flexible and have a can do attitude.
- Have an approachable manner, being able to adapt responses according to the humour and situation of the individual.
- Present a courteous and friendly manner to all staff, students and visitors to the school, having due regard to “customer service best practice” attributes.
- Ability to relate well to students and adults. This includes using tact when dealing with difficult situations and employing suitable “assertion” skills in dealing with students of all ages.
- Exhibit high moral standards in dealing with confidential and sensitive situations.