

## **BOHUNT EDUCATION TRUST – BOHUNT SCHOOL WOKINGHAM**

### **JOB DESCRIPTION**

**Job Title:** Premises Assistant  
**Responsible to:** Premises Manager  
**Hours:** To work rotating shift of 7.30am – 3.30pm or 10.30am – 6.30pm  
37 hours per week/52 weeks per year

**Purpose:** To provide a caretaking, maintenance and security service for the school buildings and grounds, and to assist in the smooth running of the school.

#### **Main Duties:**

- Open and make secure school buildings and grounds and complete record health and safety / building checks
- Ensure high standards of cleaning are upheld and take immediate action to remedy performance issues whilst cleaners are on site.
- Occasional requirement to attend the site out of hours to respond to alarm activation (if required to do so after out of hours security contractor has visited the site)
- Check alarm systems and report faults
- Set up and clearance of areas/furniture as and when required
- Regular collection and disposal of litter and waste from site
- Clearance of gutters, gullies and drains areas
- Liaison, and supervision of contractors on site
- Ensure the proper use of car parking facilities / provide traffic management (particularly during events, which may be in the evening)
- Take necessary action in the event of fire, flood, break-in, accident or major damage
- Undertake repairs and maintenance as required and deal with any damage of the facilities
- Operate the heating system so that specified temperatures are maintained in the school and that an adequate supply of hot water is available
- Working with the Premises Manager take responsibility for the care of the site and the buildings
- Be responsible for security of the site
- Undertaking other reasonable tasks as required by the Premises Manager to ensure the smooth running of the school
- Minibus driving on occasion, once training has been completed
- Ensuring the site is ready for school functions/lettings as needed

#### **HOURS OF WORK:**

As above, with some additional hours as required by the needs of the School. Hours of work may change in preparation for or during special school events and during school holiday periods, to facilitate tasks such as maintenance, decorating and cleaning. Annual leave must be taken during school closure time.

**OTHER JOB REQUIREMENTS:** This role will involve heavy lifting, use of ladders and moving of items. The candidate must therefore be physically able to perform these duties. The role also requires quick response to occasional out of hours alarm / building issues, the candidate will therefore live reasonably close to the school site and have transport available to do this.