

Premises Assistant - Job Description

Job Title	Premises Assistant	Job Reference	FWPS
Location	Forge Wood, Crawley	Travel required	No
Level/salary range	GLF 3/4	Date posted	November 2018
Job description			
Core purpose			
<ul style="list-style-type: none"> To provide occasional cover and or support to the Premises Manager To carry out opening and locking up duties for school rentals (evenings and weekends included) 			
Key Accountabilities			
Site Maintenance and Cleaning			
<p>When covering or supporting the Premises Manager:</p> <ul style="list-style-type: none"> To ensure that the schools premises are always clean and tidy and free from litter in order to provide an excellent environment To undertake regular inspections of the premises, to determine the need for repair and maintenance work and arrange maintenance tasks. The Premises assistant will conduct any minor repairs within their ability, training and Health and Safety constraints Ensure high standards of cleanliness throughout the school, both internally and externally, are met Collect and dispose of refuse as required Undertake cleaning of specified areas Undertake urgent responsive cleaning during the school day e.g. spillages etc. Organise the car parking on site for lettings, visitors and other event 			
Security			
<ul style="list-style-type: none"> To be responsible for the overall security arrangements of the premises for lettings outside school hours 			
Portering			
<ul style="list-style-type: none"> Contribute to a portering and furniture moving service to ensure supplies are in place and school activities can proceed by: Overseeing and undertaking the arrangement, removal or relocation of classroom, office and general school furniture and equipment as necessary paying due attention to manual handling safe practices and maintenance of safe access/exit routes and walkways around the various halls, offices and classrooms 			
Health and Safety			
<ul style="list-style-type: none"> To 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. To monitor the site to ensure that the Health & Safety Guidance is adhered to and to establish safe working practices, ensuring that the appropriate clothing is worn at all times and risk assessments completed. 			
Other			
<ul style="list-style-type: none"> Duties are subject to change by negotiation and agreement with the Head Teacher and post holder. 			

- Any other duties commensurate with the role as directed by the Head Teacher and by the Deputy Head Teacher. Also ad hoc hours, post 6.00pm and at weekends, for opening and locking up for school lettings

Accountable to

- Leadership Team
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.