



THE CRESCENT PRIMARY SCHOOL

Job Profile for Assistant Premises Manager

Job purpose:

To provide a security and caretaking service to the school to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises, and loss of property through theft outside normal hours.

Key tasks:

1. Cleaning

- Keep all outside hard areas clean and tidy, e.g. litter clearance, leaf sweeping.
- Collect and dispose of refuse.
- Supervise the contract cleaners to ensure that the school is cleaned to the highest standard.
- Carry out emergency cleaning when required including sickness, spillages etc.

2. Site Maintenance

- Operate heating plant to maintain required temperatures. Carry out frost precaution procedures where necessary. Ensure adequate heating and lighting to all parts of the premises and, if either system fails, activate the recommended emergency procedures.
- Carry out regular checks and maintenance of drains and gullies to ensure they are free flowing and clean.
- Undertake emergency and first line maintenance repairs.
- Ability to carry out routine maintenance including decorating, general carpentry works, basic plumbing works.
- Maintenance of the school gardens to include grass cutting.

3. Security

- Ensure the buildings are locked and unlocked at appropriate times, setting and turn off alarm systems. Keep the access to the school grounds secure to prevent trespass and the parking of unauthorised vehicles within the premises.
- With prior arrangement, unlock and lock the school at evenings and weekends to give access to community groups.
- Walk around the buildings and check premises have not been disturbed, switch on/off lights and room heaters as required, check all windows are closed, and check internal doors, locking as required.
- Check the automatic security and fire alarm systems on a weekly basis and arrange for these to be serviced as recommended.

- Provide safe access to the buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Check daily emergency exits and entrances are not obstructed.

4. Porter

- Dispatch and take delivery of goods, and materials.
- Transfer goods and materials to appropriate locations around the school site.
- Daily setting out and clearing away of tables and chairs in dining areas, if required, and movement of furniture in respect of parent's evenings and assemblies.

5. Monitoring

- Inspect the site and report to Headteacher/Premises Manager on the need for maintenance and repair work.
- Monitor standards of cleaning provided by contract cleaning staff and raising these initially with staff concerned or with the contractor as appropriate to achieve the best performance.
- Check supplies of cleaning materials, personal hygiene products and sundry items and replace as required.
- Carry out routine checks on fire fighting equipment and ancillary equipment e.g. maintenance of batteries.
- Be prepared to carry out routine weekly fire alarm and emergency lighting tests.
- Reading, recording and reporting all meter readings as required by the Finance Office.

6. Emergencies

- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

7. Other Duties

- Implement any recommendations following the school's annual fire risk assessment and Health & Safety Audit.
- Undertake health and safety risk assessments.
- Attend training courses when appropriate.
- Ensure adequate cover is available during own or team members absence.

CARRY OUT ANY OTHER REASONABLE DUTIES ASSIGNED BY THE HEADTEACHER.