



## **Premises Assistant**

### **JOB DESCRIPTION**

**Responsible to:** Premises Manager and School Business Manager

#### **Core Purpose:**

- To provide a general maintenance and caretaking service to the Infant and Junior Schools.
- To use initiative in ensuring that the presentation of the school is always maintained to the highest possible standard.
- Under the direction of the Premises Manager to work as part of the premises team to maximise effectiveness and efficiency, keeping your line manager informed of progress and any areas of concern.

#### **Key Responsibilities:**

You will work as part of a team whose main function is to ensure the smooth running of the school and help provide a positive, safe learning environment. You will assist with ensuring the building is kept in a safe and working condition. This job description indicates the range of duties and level of responsibilities involved. It is not necessarily exhaustive.

You will be expected to:

- Have an awareness of health & safety issues and maintenance of the school. Refer any issues to the Premises Manager
- Clean outside areas e.g. emptying of bins, litter clearance, leaf sweeping
- Dispatch and take delivery of goods and materials and transfer these to appropriate locations around the school site
- Carry out emergency cleaning as required.
- Maintain equipment in safe working condition, carrying out minor repairs. Carry out routine inspection of ancillary equipment. Record meter readings for gas, water and electricity.
- Carry out repairs to the fabric of the building ie. to doorframes, guttering
- Carry out minor plumbing repairs ie. leaking taps, blocked drains
- General maintenance tasks (within capability)
- Operation of heating systems, CCTV, external lighting etc.
- Covering for absent cleaning staff as and when necessary
- Painting and decorating
- Maintenance of drains and gullies
- Undertake furniture moving as appropriate, room/hall setting up as required in connection with assemblies/parents evenings/examinations/meetings etc.
- Have an awareness of energy and water use within the school. Take steps to ensure resources are not wasted e.g. closing windows and blinds, switching off lights etc.
- To implement school policies designed to improve standards of achievement and well-being. To have a responsibility for the Safeguarding, Health and Welfare of Students.
- Provide safe access to buildings in the event of snow, minor floods and similar situations.
- Be an effective member of the Premises team, work with the team to ensure the completion of the premises workload within deadlines. Provide cover for absent colleagues as required.
- Key holder locking/unlocking sites

- Operation of the Security and Fire Alarm Systems
- Assisting with keeping records of and organising statutory inspections and testing
- To carry out all such other duties as your line manager may reasonably direct

## PERSON SPECIFICATION

<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level in English and Maths	✓	
Willingness to undertake further training as needed	✓	
Health and safety qualification		✓
<b>Knowledge and skills</b>		
Good oral and written communication	✓	
Basic DIY skills ie. decorating, general maintenance	✓	
Ability to problem solve and use own initiative	✓	
Ability to prioritise workload and be flexible to respond to urgent requests	✓	
<b>Personal attributes</b>		
Enthusiastic team player	✓	
Good time keeping	✓	
Self motivated with a can do attitude	✓	
Committed to the safeguarding and able to work within the Oaks' Safeguarding and Child Protection and Staff code of conduct	✓	