



<b>Job Title:</b>	<b>Premises Assistant</b>
<b>Salary:</b>	Scale 4 £27,060 - £28,419
<b>Responsible to:</b>	Facilities Manager
<b>Full/part time:</b>	Permanent, full time

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

## OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

## MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

## JOB PURPOSE

### MAIN PURPOSE OF THIS ROLE

Ensure the school is safe, secure and properly maintained and to provide efficient portorage services. Assisting in maintaining the site, cleaning, security, heating, health & safety and other general site services within the school premises. The postholder may from time to time be required to work at other schools within the trust.

## SPECIFIC RESPONSIBILITIES

- Maintaining a high standard of cleanliness and maintenance across the site and completing all Health and Safety requirements
- Assist with setting up of event spaces for both school and external events
- Liaise with staff and external contractors, lettings agent and agencies in carrying out a range of duties to include the upkeep of the premises, the buildings, their non-curricular contents, grounds and equipment
- Be a key holder for the building, and to ensure that the building is safe at the time of occupation. To set and check alarm systems as appropriate



- Assist with ensuring the safe and efficient operation of premises-related mechanical, electrical, heating services and other plant as allocated. Where appropriate this could include lifts, hoists etc.
- Monitor and ensure proper and safe levels of lighting, heating and ventilation
- Maintain appropriate records as and when directed
- Ensure maintenance and operation of security, fire alarm and changeover systems. Carry out relevant test procedures, key holder responsibilities and other access controls
- Maintain knowledge of Health & Safety regulations and other relevant statutes and code of practice
- Maintain all outside areas in a clean, tidy and safe condition including picking up litter, unblocking drains, salting/gritting paths and playground areas during inclement weather, clearing snow etc.
- Assist cleaning operatives where necessary, including carrying spot checks and emergency cleaning (e.g. following spillages)
- Maintain the grass, shrub and external potted plant areas by mowing, cutting, pruning, hoeing, re-planting and watering etc. as required
- Receive deliveries and ensure stocks are recorded and distributed as necessary
- Receive visitors (e.g. contractors) and direct them as appropriate and in compliance with the school's code of practice and safeguarding procedures
- Maintain inventories and carry out stock check levels in accordance with school policies and as directed by the manager. Complete, file and dispatch necessary paperwork and records involved in administration of stock control systems, contractor information and other services as directed
- Other associated duties as required e.g. portage of items such as stationery, equipment, furniture, etc., and errands off site e.g. collection of materials
- To check and reply to emails on a daily basis
- To participate in staff training and attend staff meetings as necessary

### **Security**

- Open and close the school, operating alarm system and acting as on call key holder as required
- Secure entrances, exits and internal doors and windows and report breaches
- Check the physical security of the school buildings, grounds, car parks and outbuildings as required
- Inspect fire doors and check fire alarms and extinguishers
- Prevent unauthorised/unsafe parking on the school site
- Report breaches of security

### **Maintenance**

- Carry out regular/scheduled maintenance checks
- Carry out minor repairs/replacements as required to include painting, changing locks and lights, unblocking toilets, sinks and gutters, repairing floors and furniture, replacing whiteboards, removing graffiti, dealing with damage caused by vandalism etc.
- Report faulty equipment, note defects outside his/her competence and place order for repair through the school's maintenance procedures
- Liaise with contractors and check works as required, as directed by the manager

### **Health and safety**

- Remove hazards, reporting to the manager
- Keep playgrounds and corridors clear of obstructions during the day



- Carry out emergency cleaning of spillages including food, drink, sickness, spent extinguishers, flooding and pest control
- Pick up litter and other debris around the school and the grounds
- Grit paths and removing snow from main entrances, steps, paths and school grounds

**Porterage and supplies**

- Receive incoming goods: check for compliance with delivery notes and give appropriate discharge to carrier
- Assist with distribution, collection and moving of furniture, equipment and other goods and supplies around the school
- Ensure safe, secure and appropriate storage of supplies

**TRAINING**

The postholder will be required to undertake training as required to be effective in carrying out all duties.

**COMMON ROLES OF ALL TRUST MEMBERS**

**Leadership: Vision and Values**

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community, the vision, purpose and leadership of the Trust
- To ensure equal opportunities for all
- To be committed to safeguarding and to promoting the welfare of all young people
- To assist in the development of a culture and environment in which young people thrive and to drive innovation
- To drive up educational standards, promote life-long learning and continually improve outcomes for all
- Lead and contribute to an ethos in the Trust, where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally

**Leading and Managing Others and Self**

- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development
- Actively engage in the performance review process
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors
- Adhere to Trust policies and procedures

**Additional Requirements:**

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional



- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities Policy and Use of ICT Policy
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust

**PERSON SPECIFICATION**

	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Right to work in the UK</li> <li>• Good literacy and numeracy – GCSE Math's and English or equivalent</li> <li>• Relevant Health and Safety qualifications and/or willingness to undergo training as required</li> <li>• Relevant First Aid Qualification (desirable)</li> </ul>
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"> <li>• Experience of building maintenance ideally within an educational setting</li> <li>• Experience of caretaking/building trade/handyman/cleaning</li> <li>• Understanding of COSHH and Health and Safety requirements pertaining to the role</li> <li>• Excellent team player with a 'can-do' attitude and ability to prioritise tasks</li> <li>• Strong commitment to providing a high-quality service</li> <li>• Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels</li> <li>• Demonstrates resilience, self-motivation, an ability to make effective decisions, use sound judgment, work under pressure and meet deadlines</li> <li>• Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• The post holder must be able to meet the physical demands of the role</li> <li>• Ability to use computer control systems and standard MS Office packages</li> <li>• Skills in plumbing, electrical work, carpentry/joinery, painting and glazing</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to equality of opportunity and the safeguarding, child protection and welfare of all pupils</li> <li>• Willingness to undertake training</li> <li>• This post is subject to an enhanced DBS check</li> </ul>