



Colonel Frank Seely Academy

Job Description

Job Title:	Premises Assistant
Location:	Colonel Frank Seely Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6, Scale Point 28-32
Hours of Work:	Full-time, 37 hours per week, all year round. Evening and weekend lettings, for which overtime will be paid
Responsible to:	Facilities Manager
Post Objective:	To provide caretaking support to the academy, ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

Main Duties and Responsibilities:

Site Security and Safety

- To assume key holder responsibilities, opening and closing the academy as and when required (including evening and weekend lettings for commercial functions).
- Ensuring the security of the premises and contents.
- Responding to intruder alarms and emergencies.
- Having awareness of Health and Safety issues to safeguard self and other users of the school.
- Carrying out Fire/Water safety checks as requested by Facilities Manager.
- Liaise with ground staff, contractors, Trust colleagues as necessary.

Maintenance of the Academy Buildings

- Sharing responsibility for day to day maintenance of the buildings.
- General repair and maintenance as requested by the site manager.
- Painting and decorating as necessary.
- To undertake portage tasks as necessary such as setting out furniture for examinations/assemblies/evening functions.
- Prompt removal of graffiti.

- Ensuring external areas are clean and tidy.
- Clearing snow and ice as necessary.
- Assisting with delivery of equipment/supplies to designated areas.
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday period.

Maintenance of Heating Systems

- Attending to the heating of the premises as necessary.
- Ensuring boiler plant equipment is properly cleaned maintained.
- Ensuring adequate supplies of fuel are maintained.

General

- Deputising for the Facilities Manager as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.