**IMPERIUM FEDERATION**

**KING’S OAK SCHOOL**

**JOB DESCRIPTION**

**POST: PREMISES ASSISTANT**

**RESPONSIBLE TO**: Premises Manager and School Business Manager

HOURS: 35 hours per week (hours may be flexible dependent upon the school diary) – 52 weeks a year

**MAIN PURPOSE OF JOB**

 • The Premises Assistant is responsible for the general upkeep of the school premises and grounds. He is also responsible for providing a safe, secure, clean and warm environment for all children, parents, staff/visitors.

• Working to the direction of the Premises Manager and School Business Manager the Premises Assistant will be responsible for carrying out the duties of the post with regards to the school’s equal opportunities policies and values.

 • To develop constructive relationships and communicate effectively with staff, parents, other agencies and professionals, maintaining confidentiality and adhering to data protection regulations at all times.

• To contribute to the overall ethos, work and aims of the school.

• To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection/safeguarding policies as adopted by the school.

• The Premises Assistant will be on site during working hours unless his/her duties are required elsewhere.

**MAJOR RESPONSIBILITIES**

 **Security**

• Opening and locking of gates, doors and windows as appropriate and as requested. Locking all doors and gates and windows at the end of the day and leaving site secure or managing external contractors to carry out this process effectively.

• Taking reasonable steps to minimise loss or damage to property.

 • Patrolling site at appropriate intervals during working hours and using his/her initiative take action to remove barriers, deal with litter, obstacles, and hazards when necessary.

• Ensuring that intruders are dealt with adequately in accordance with the school’s policies and whilst maintaining relevant health and safety protocols, contacting the relevant agencies/authorities where necessary.

• Ensuring security systems are in working order and are tested regularly. Liaise with external service providers to ensure an efficient and cost effective service.

• Responding to fire/intruder alarms and ensuring that the necessary actions are taken to minimise risk of further intrusion and damage.

• Ensuring that visitors/contractors log books are signed and report any concerns to appropriate authorities including Business Manager, Premises Manager, Head Teacher and the police.

•Ensuring gates and entrances are kept clear.

• Dealing, if possible with dangerously parked cars outside the school gates e.g. those stopped on zigzag yellow lines.

• Ensuring that keys are kept in a safe place, appropriately labelled and a key register is maintained.

• Ensuring that all incidents of misconduct or improper behaviour involving pupils or adults are reported to the Senior Management Team.

 • Helping maintain an asset register and inventories of equipment and furniture.

**Maintenance**

• Assisting with the maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture.

 • Carrying out minor repairs.

• Internal and external painting and decorating as required

• Reporting major defects.

• Ordering repairs work as requested

• Using specific skills or expertise where possible. This includes carpentry, and plumbing repairs within own capability and in line with agreed health and safety procedures/guidelines.

• Engaging in preventative maintenance in order to eliminate potential hazards.

 • Checking on drains, gullies, toilets etc. and taking appropriate action as necessary.

 • Assisting in monitoring contractors on site including cleaning staff - ensuring safety procedures are adhered to and work completed satisfactorily.

• Checking for soiling of toilet areas throughout day subject to guidelines on Health/Safety and cleaning where necessary.

 • Keeping supplies of hand paper towels, toilet rolls and soap available in children’s and staff toilets and other areas as required e.g. medical room, staff room

**Cleaning**

• Playground - sweeping, clearing litter and debris including outside of the school gates. Ensuring that all playground areas are hazard free at all times.

• To undertake cleaning duties as required including cleaning bodily fluids.

• Maintaining school grounds including, shrubbery pruning and weeding of flower beds and containers, or managing external contractors to carry out this process effectively.

• Cleaning internal and external windows throughout the school where safe to reach. Arranging window cleaning service for inaccessible areas.

• Helping to monitor cleaning services, including regular meetings with the provider to ensure high quality standards are maintained and faults reported if necessary.

**Porterage**

 • Dustbin/recycling/shredding bin management - including arranging extra collections when necessary.

 • Ensuring the dustbin area is kept clear, tidy and locked.

• Helping all school staff - e.g. assisting with large display mounting, moving of classroom and shared area furniture, simple repairs to classroom/school equipment.

• Erecting and putting away larger outdoor equipment.

• Within storage capabilities removing and storing furniture in available storage facilities.

 • Opening and locking up for evening meetings or events as requested.

**Heating, Ventilation and Plant**

• Verify the accuracy of gas, electric and water meter readings.

• Checking wiring and replacing fuses in school equipment.

• Checking and replacing lamps, tubes etc. in light fittings.

• Checking that all electrical devices, electrical plugs and wiring are safe and properly connected.

• If requested, testing fire alarm and other alarms weekly and recording the event.

 • If requested, organising regular inspections of water storage facilities to check for water borne hazards, daily inspection of boiler dials and undertake necessary action to ensure compliance with H&S legislation Health & Safety.

• Maintaining a safe and healthy environment and referring hazards to the Premises Manager/ School Business Manager / Senior Leadership Team.

• Having knowledge of use and maintenance of fire precautions and equipment.

• Organising regular fire safety checks as required including fire drills, bell tests and fire safety inspections.

• Clearing ice and snow to give access to and exit from site.

• Investigating and reporting all accidents and potential hazards arising from plant, equipment and fittings and taking remedial action as required.

• Checking all doors are secured against unauthorised entry when and where appropriate.

• Liaise with other users of school site.

• Open and secure the building as required for approved lettings.

• Helping oversee and co-ordinate deliveries of stock, supplies etc. to correct storage site.

• Helping oversee efficient working of office equipment including fax, photocopier alerting service company/technical support as necessary

• Monitoring contractors - keeping time-on-job checks.

• Monitoring the work of contractors with particular regards to safe working practices and consideration of school community.

• Any other duties within the scope of the post.