



Job Description: Premises Assistant

Salary: £22,608 - 24850 per annum

Hours: 36 hours per week

Scale Point Range: 3-7

PURPOSE: To assist the Premises Team in the operational procedures of the school in premises and health and safety matters so that the safest possible environment is achieved and maintained for students, staff and visitors.

REPORTING TO: Facilities Manager

Responsibilities

- Carry out daily jobs as identified by the Facilities Manager and maintenance helpdesk including a holiday maintenance programme
- Report any problems or concerns to the Facilities Manager and keep a written record if necessary
- Attend regular briefings / meetings with premises staff
- Meet on a regular basis with the Facilities Manager
- Observe and implement Health and Safety rules and comply with procedures relating to child protection, confidentiality and data protection and attend appropriate training
- Be fully conversant with the school emergency procedures and assist with directing staff during such an emergency
- Assist with the review of premises procedures and suggest areas for improvement
- Be contactable by the main school at all times either by phone or walkie talkie
- Ensure that any request for assistance is responded to in a time frame appropriate to the incident
- Assist with the management of contractors on site
- Carry out cleaning duties as required, if no cleaner is available
- Check and refill consumables such as soap and toilet rolls if no cleaner is available
- Supervise Premises teams including caretaking and cleaning teams both in and out of schools' hours in the absence of the Facilities Manager
- Receipt and recording of incoming goods and large items
- Dispatch and return of goods and large items

- Safe and timely movement of goods, equipment and items around the School both as routine and upon specific request
- General portering
- Movement of furniture into agreed configurations upon request or to routine schedule
- Movement and relocation of equipment to support alternative room use
- Movement, relocation, disconnection and re-connection of moveable audio visual equipment in accordance with pre-set room use schedules or upon specific request
- Assist with the maintenance of an up-to-date register of equipment, regular location/storage and certification/test records
- Provide a first-fix to defects, failures, break-downs and damage throughout the school where appropriate under the direction of the Facilities Manager
- Identify defects, failures, break-downs and notify these to the Premises help desk
- Provide an internal-only lock and unlock service to scheduled and identified rooms or upon request by authorised school staff
- Maintain a general awareness around the school and identify any potential breaches of Health & Safety and report any suspicious activity
- Share the supervision of out of hours lettings with the Premises Team, including school events at evenings and weekends
- Be an out of hours contact should there be a Fire Alarm or Intruder Alarm activation
- Anything else that is reasonably asked by the Headteacher

PERSON SPECIFICATION:

Essential:

- Responsible, honest and reliable
- Flexibility and enjoyment of varied working shift patterns
- Practical and have some experience of minor repair works
- Remain calm in an emergency, for example if there is a break-in or fire
- Good organisation skills
- Ability to liaise with third party suppliers / contractors
- Enjoy working as part of a team
- An understanding of working in a faith school

Desirable:

- Full clean Driving licence
- Understand safe working practices and health and safety legislation

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a changing school, which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Governors and Headteacher to reflect or anticipate changes as the school

develops