



CANDIDATE BRIEF  
PREMISES ASSISTANT

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY

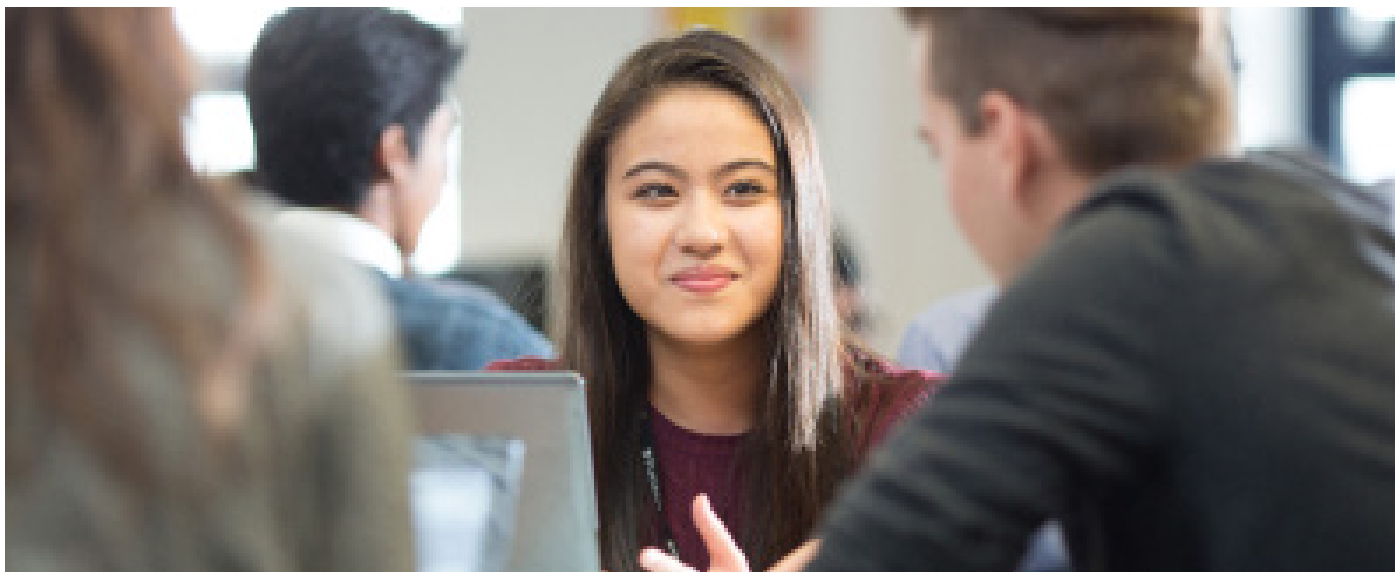


Applications must be received by **9am** on **Friday 17th September 2021**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# JOB DESCRIPTION



## Purpose of Role

Site security, cleanliness, portage/event set up, routine maintenance and refurbishment, minor repairs and small projects, organising contractors/workmen, and assisting the Premises Manager with health and safety issues and premises management generally. Out of hours lettings. Emergency call out as directed by the line manager.

## Main Responsibilities

This is not intended to be an exhaustive or definitive list. You may be required to carry out other duties as required.

- To assist with the unlocking and securing of the buildings and site as required.
- To assist with the reactive and planned maintenance tasks of the buildings and grounds, involving plumbing, carpentry, light replacement, furniture construction, drainage, decorating, cleaning, etc.
- To assist and respond to maintenance requests arising from the school's helpdesk ticket system. Prioritising where necessary and completing jobs efficiently and proactively.
- To fully assist the Premises Manager in all and any aspect of site management, including access and security, general repairs and maintenance, as well as health and safety, as required from time-to-time.
- To assist with events and setting up/take down of furniture and equipment as required.
- To liaise with Heads of Department, Leadership, contractors and other staff, as needed, letting them know approximate timings and any impact on their areas informing staff if work cannot be done and of any workarounds.
- To take the lead in delivering small works and minor projects.
- To assist in the planning and running of key school events, such as Open Evenings.
- To patrol site to check for hazards.
- Ordering goods for the school.

## Security and Site Management

- To assist with the day-to-day security of the buildings and grounds including arming and disarming the intruder alarms, locking all doors and windows at the end of the school day, as required.
- To act as a key holder and be available as necessary in connection with emergencies arising from the school's intruder alarm system. This duty is shared by all Premises staff.
- To assist with the maintenance of the school's CCTV equipment and software ensuring effective operation at all times.
- To provide general assistance including porterage, moving furniture and dealing with deliveries ensuring that the front entrance of school is always clear and welcoming.
- To escort contractors/visitors, when required.
- To participate in and assist with the school's fire drills.

## Maintenance

- To undertake general maintenance duties as instructed by the Premises Manager.
- To report any defects or damage to the premises to the Premises Manager and to take appropriate action where necessary.
- To monitor contractor performance and report any concerns to the Premises Manager.

## Health and Safety

- To assist with ensuring that the premises site is safe for students, staff and visitors.
- To report any damage or vandalism to the Premises Manager.
- To assist in the supervision of traffic control and car parking on site when required.
- To assist with Health and Safety inspections and risk assessments under the direction of the Premises Manager.
- To be aware of the school's responsibilities with regard to current Health and Safety legislation.
- To undertake duties in accordance with best Health and Safety practice.
- To refer substantive risk assessment items to the Premises Manager.
- Assist in promoting awareness of Health and Safety across the school including both staff and pupils.
- Be aware of all legislation relating to fire safety

## Cleaning and Hygiene

- To assist with the supervision and monitoring of the day-to-day cleaning.
- To assist with any cleaning duties as required.
- To assist with ensuring that all external litter bins are emptied regularly and that bin areas are kept clean and tidy.
- To assist with ensuring that all external areas of the school are kept free from litter at all times.
- To undertake cleaning tasks as required

## Other Duties and Responsibilities

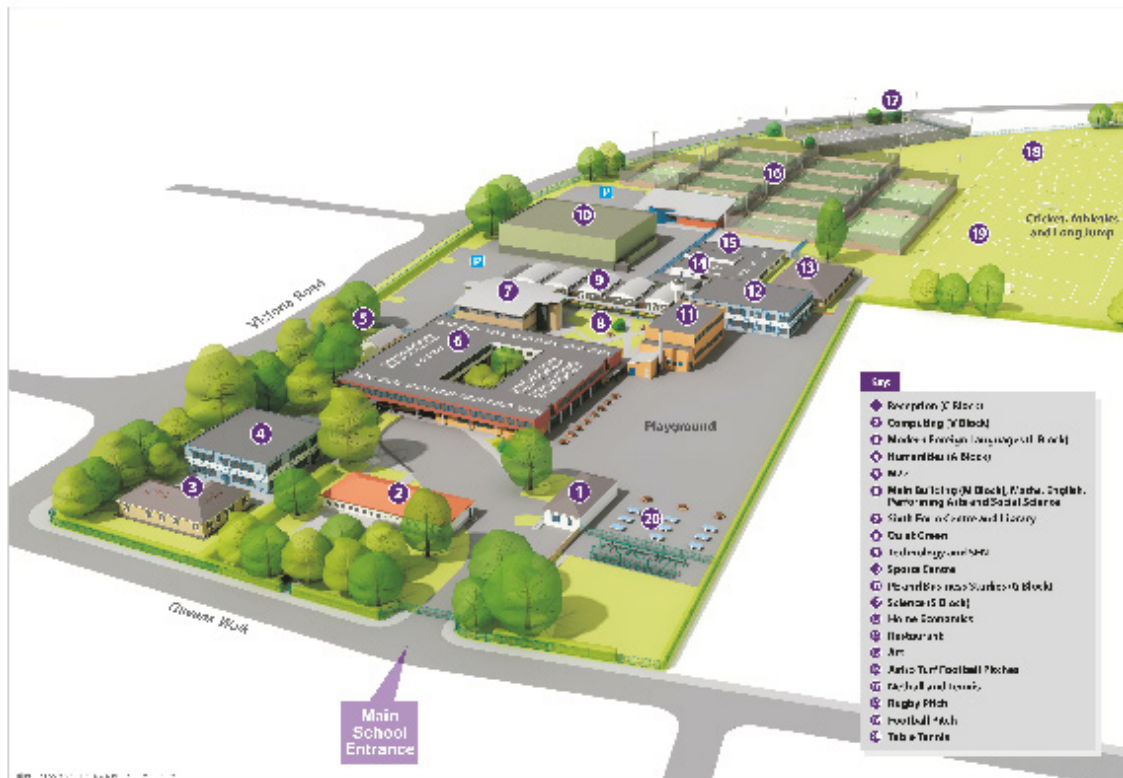
- To drive the mini bus as required.
- To be aware of and comply with school policies and procedures, including all those relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To enhance own understanding of health and safety matters, undertaking IOSH qualification.
- To participate in training, other learning activities and performance development as required.
- To assist with emergencies that may occur outside normal working hours of the post.
- Any other duties at the discretion of the Premises Manager.
- To provide an efficient portage service, to include the receipt, transporting and storage of goods that have been delivered to site and the movement of all furniture and equipment.
- To assist contractors in the absence of the Premises Manager, with general queries as appropriate.
- To ensure safeguarding practices are in place and followed.
- To cover lettings of the school premises as appropriate.
- To ensure the mini bus is fit for purpose and use by staff.

## General Duties

- To be aware of and comply with school policies and procedures, including those relating to child protection, health and safety, security, equal opportunities, diversity, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake other such duties as required by your line manager commensurate with the seniority of the post. The Job Description will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities, as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities at this time.
- To attend relevant training and development courses as required and identified during performance appraisals and to develop Premises Staff.

# QUEENSMEAD

excellence through learning



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