



COLLEGIATE

INDEPENDENT CO-EDUCATION
PRE-SCHOOL TO SIXTH FORM

Premises Assistant

Job Description

Overview:

Reporting to the Head of Maintenance, the Premises Assistant will be responsible for ensuring the school buildings function for after school activities and the sporting activities. The Premises Assistant will ensure the school is secure at the end of the working day and be the point of contact for persons hiring the sports facilities.

All maintenance/premises assistant staff are expected to assist in other activities outside of their main area of expertise to ensure premises are fit for purpose.

The role requires independent and team working in order to ensure the school facilities and buildings are in a good, safe condition.

Responsible to: Head of Maintenance

Key Responsibilities:

General:

- Be the first point of contact for visitors on site, for example, parents, hirers or visitors
- Ensure the hired facilities are as required, cloakroom facilities are pointed out and emergency procedures are explained.
- Provide a professional and friendly customer service at all times to all staff, parents, pupils and visitors.
- Complete evening boiler room checks and kitchen electrical checks.
- Respond to emergency situations with confidence, for example, water leaks, power or heating failures, and update the Head of Maintenance or Facilities Director.
- Support setting up/taking down in readiness for a planned school activity.
- Respond to urgent requests such as breakages, spills or safety issues.
- Respond promptly and effectively to fire and intruder alarm calls/activations.
- Ensure that all buildings and the site areas are locked and secured at the end of the day.
- Attending and participating in training events.
- Assist the Head of Maintenance in dealing with fire and security alarms and evacuation events.



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Compliance

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the needs of the business. The post holder will be expected to participate in this process with the Head of Maintenance in order to reach agreement to the changes.

Collegiate is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- *To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- *To be supportive of and committed to the School's policies on Child Protection;*

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.