



## **Premises Assistant Job Description**

### **Line of Responsibility**

The Premises Assistant will be directly responsible to the Facilities Manager.

### **Job Purpose**

The Premises Assistant is responsible for:

- Assisting with the effective maintenance of the Trust estates
- Assisting the Premises Manager with statutory inspections such as Fire, Health and Safety, equipment safety etc.
- Updating the equipment inventory
- Receiving deliveries, returning damaged goods and distributing orders to the relevant staff
- Will be responsible for opening/locking a site
- Co-ordinating contractors for works during term time and school holidays
- Undertaking general office and administrative duties as required

### **Duties & Responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

### **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

The Trust will provide training and mentoring as required.

## **Job Specification**

### **Operational**

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors
- To provide efficient premises and facilities assistance to Central Services Team
- To assist in maintaining and updating information held on school databases in particular those relating to premises and equipment used by the Trust
- To receive delivered goods
- To report technical faults relating to the school database system/s and equipment to the ICT Technician/s following school reporting procedures
- To be responsible for opening/locking of site
- To use and keep up to date the systems that the Trust use for managing the site and its equipment, furniture and systems

### **Administrative**

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy
- To process, input and extract data held on the school's database systems
- To maintain both manual and computerised record and filing systems in line with requirements
- To deal with correspondence promptly

### **General**

- To attend school events as required
- To assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation
- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role and communicate to staff as required
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal and Trustees shall from time to time reasonably require