

GLF Schools - Job Description

Job Title	Premises Assistant (Grade G5)	Job Reference	
Location	Merstham schools	Travel required	Some travel between local GLF schools
Core purpose			
<p>To provide reliable and effective premises, caretaking and compliance services for GLF Schools as part of the regional premises team, working primarily across our schools in Merstham and the surrounding area. Based initially at Merstham Primary School.</p> <p>This is a full time role based on 36 hours per week split across more than one school.</p>			
Key Accountabilities			
Main Duties			
<ul style="list-style-type: none"> • Provide responsive, friendly and school-focused premises services to GLF schools as required • Proactively ensure the safety, tidiness, security and comfort of school facilities and promptly and accurately report any defects or hazards identified in the school premises, procedures, working practices and equipment • Undertake scheduled routine compliance checks and inspections and keep written and electronic and paper records as directed • Provide general maintenance and housekeeping duties, appropriately identifying any works required by outside contractors • Supervise contractors on site to ensure safe and appropriate working and compliance with safeguarding policies • Provide general caretaking services, including litter picking, sweeping, emptying bins, basic cleaning and use of pitch maintenance equipment. • Provide welcoming customer to hirers of school premises • Act as a keyholder and provide reliable locking and unlocking services for school facilities • Set-up furniture, equipment and facilities in preparation for school and third party use • Be aware of and report opportunities for improvements in safety, schools facilities or cost-savings • Be a highly visible and proactive part of the school communities to promote positive, safe and welcoming environments for all users of the school's facilities. • Liaise with cleaners and other contractors on site 			
Personal Responsibilities			
<ul style="list-style-type: none"> • Work reliably on own initiative. • Work safely at all times and ensure all work is within abilities and training, and follow any safe working practices. Take responsibility for the safety of all those affected by your work and raise any health and safety concerns immediately with line manager • Play a full part in the life of the school communities, supporting GLF's distinctive ethos and encouraging staff and students to follow this example. • Take responsibility for own continued skill development and identifying training needs • Ensure appearance and dress are appropriate within GLF's policies • Comply with GLF's Health & Safety policy undertaking risk assessments as appropriate. • Be professional and courteous at all times to students, colleagues, visitors and others 			

- Adhere to GLF's procedures on safeguarding, child protection and confidentiality, reporting all concerns to appropriate person
- Actively promote GLF policies and procedures
- Support and comply with GLF's Equality policy
- Establish constructive relationships and communicate appropriately and openly with students, colleagues and others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

Notes

- 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 construed
- 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 or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the schools at the reasonable discretion of the Headteachers or Regional Estates Partners
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties outlined above

Accountability

- This post will be line managed by GLF's Regional Estates Partner (East and South), but work will also be directed day to day by the school staff at each site.
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile or work at any other site within reasonable travel distance from the base school.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.