Mulberry
Academy London Dock

Premises Assistant

Job Description

Job Title: Premises Assistant

Reports to: Premises Manager

Salary Scale: Scale 4 (Points 7-10)

Working Pattern: 35 hours per week, all year round

Main Purpose of the Job

To ensure the academy's site is maintained in a safe and secure condition.

Undertaking such tasks as may be necessary for effective site management.

Key Duties and Responsibilities

Main duties and responsibilities are listed below. Other duties of an appropriate level and nature will also be required.

- Under the direction of the Premises Manager, take a proactive approach to ensuring the school buildings, grounds and utilities are maintained to the highest standards and operate an agreed programme of planned preventative maintenance, making sure repairs are properly and promptly carried out.
- As directed, respond promptly to reactive maintenance job requests and resolve those requests that are within the post holders' competencies. Jobs not within the postholder's competencies to be reported to the line manager.
- As directed, arrange for repairs to be carried out by the academy's approved contractors and provide adequate supervision of the contractors when they are on site.
- Undertake routine visual inspections of the premises and report any defects to the line manager.
- As directed, ensure appropriate maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection system is operating as required.
- Checking that premises is at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary.
- Replacing fluorescent tubes, starters, diffusers, light bulbs and shades.
- Ensuring drains and gullies are free flowing and clean.
- Support the Premises Manager with grounds maintenance which includes, litter pick, external bin changes, weeding, leaf clearance, pruning and jet washing).
- Removing snow and other obstructions/slips and trip hazards from main entrances, steps, pathways.
- Support the Premises Manager in preventing unauthorised and/or unsafe parking on the academy site.
- Assisting in keeping all school buildings and grounds secure, reporting breaches of security immediately and ensuring that any resultant damage is repaired / rectified promptly.
- Acting as a key-holder and controlling site keys, routine and non-routine opening. Locking and securing the school site as required.
- Liaising with building users as necessary to ensure site security is maintained, with minimal disruption to the work of the school.
- Dealing with occasional intruders, whilst avoiding any risks to personal safety.

- Under the direction of the line manager, test the automated alarm system.
- Assist with various portage, administration tasks, including; undertaking /arranging for the safe storage and moving of items of furniture, equipment and provisions as required; receiving and/or direct all deliveries for the academy.
- Under the direction of the line manager, assisting with ensuring compliance with all health and safety regulations in respect of matters affecting security and maintenance of all academy buildings and grounds, including;
  -Ensuring compliance by periodic inspection of all areas.
  -Ensuring that appropriate signs and notices have been displayed.
  -Ensuring hazards are removed promptly and in a safe manner.
  -Ensuring all fire exits are accessible and that fire fighting equipment is correctly positioned and serviced.
  -Ensuring that first aid equipment and supplies are correctly maintained and are readily available.
  -Ensuring that other staff are aware of their responsibilities as appropriate.
  -Notify appropriate agencies where there is a pest or vermin problem.
- To be first aid trained and assist with emergency procedures including, fire evacuation, invacuation and lockdowns.
- Undertake training as required to be effective in carrying out all duties.
- Complying with the academy's Equal Opportunities, Safeguarding, Confidentiality, Security and other policies, assisting with their development and promotion and reporting any concerns to an appropriate person.

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work.
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation.
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare.

Data Protection

- All staff within the Trust have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with the Data Protection Act 2018.

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation in all aspects of the role.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description is correct at the date of publication and may alter over time as the needs of the School/Trust changes.

Person Specification

The applicant will have an understanding of the importance of their role as well as their wider responsibility to the progress of the whole school.

Person Specification for the Post of Premises Assistant	
Knowledge	1. Good general knowledge of one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same). 2. Working knowledge of Health & Safety regulations in relation to the post. 3. Working knowledge of maintenance and security systems and procedures.
Qualifications & Experience	1. Experience of undertaking responsibility for the care and maintenance of premises. 2. Experience of undertaking minor DIY/ premises related repairs. 3. Experience of basic administrative tasks and record keeping.
Leadership and Management Framework	**Achieving Results** 1. Experience of undertaking programmes of work with minimum supervision. 2. Ability to maintain effective and accurate records. 3. Ability to work as part of a team. 4. Commitment, determination and desire to make a positive difference. 5. Honesty, reliability, flexibility and integrity.
	Engaging With Others 1. Excellent interpersonal and communication skills to deal with the full range of academy stakeholders (both oral and written). 2. Ability to deal with staff, pupils, parents and outside agencies, including the ability to promote the image of the Academy. 3. An understanding of the necessity for maintaining strict confidentiality, where appropriate. 4. Resourcefulness, enthusiasm, patience.
	Valuing Diversity 1. Experience or empathy with, working in a multicultural environment.
	Learning Effectively 1. Willingness to undertake further training as required. 2. A commitment to continuous professional development.
Other	1. Willingness to undertake further training as required. A satisfactory attendance record. 2. Physical fitness appropriate to tasks required (eg lifting). 3. Ability to respond to emergency situations occurring outside normal working hours. 4. Ability to deal with difficult situations, including intruders on the premises. 5. Enhanced DBS checked role.

I acknowledge that I have read and understand the above job description in its entirety and can perform all of the stated requirements.

Name: _____ Date: _____
(Employee)

Signature: _____ Date: _____