



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – Premises Assistant

Grade:	Point 3 Point 3 £22,737 pro rata actual salary £13,678
Hours:	Part Time position - 25 hours per week. (Weekends only) 8:30 AM – 8:30 PM, Inc. 30min unpaid lunch break. One hour line management time during the week, which maybe via telephone or in person on site.
Responsible to:	Senior Site Supervisor
Main Purpose:	<ul style="list-style-type: none"> • To assist in providing a secure and well-maintained environment minimising risks to the health and safety of those using the school site during weekends. • To ensure the lettings activities within the school can take place in a clean and safe environment, covering all lettings' specifications. • Contribute to maintaining the site in a good state of repair. • To assist with the maintenance of the school grounds.
Health and Safety:	<ul style="list-style-type: none"> • Adhere to the Health and Safety Policy and carry out their roles and responsibilities with due regard to their own and others, health and safety. • To ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety and Safeguarding. • To initiate preventative maintenance by checking buildings and equipment, reporting problems or undertaking minor repairs as necessary. • Assist the Senior Site Supervisor with the completion of record keeping concerning site maintenance, health and safety logs/records, checks and servicing in accordance with policies and procedures and health and safety requirements, e.g. water temperature checks, fire alarm and extinguishers, ladder inspections etc.
Maintenance, Repairs and Decoration:	<ul style="list-style-type: none"> ▪ To undertake minor repairs and improvements such as painting, erection of shelving, locks, hinges, fencing etc. ▪ To clean vents, diffusers, shades and replacing light bulbs and tubes where accessible, as necessary. Checking on a regular basis for any minor repairs/replacements and taking remedial action where necessary. ▪ Ensuring that all drains, gutters and gratings are free flowing and clean. Clearing any blockages where possible. ▪ Undertaking repairs to school perimeters when necessary. ▪ To ensure that snow and ice is cleared in order to maintain entrance, exit and walkways to all buildings for pedestrians, essential delivery or emergency vehicles. ▪ Carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in an operational condition. ▪ Ensure accurate records are kept of all visitors using the site during weekends. ▪ Carry out maintenance and repair work following the classroom and office audit inspection returns. ▪ To undertake routine grounds works such as weeding, clearing leaves, water plants etc.
Security:	<ul style="list-style-type: none"> ▪ Opening and closing of the school premises at an appropriate time. To activate and deactivate the intruder alarm systems; unlocking gates and external/internal doors. Checking that the premises have not been disturbed or damaged. ▪ Providing access to visitors using the site during weekends.

	<ul style="list-style-type: none"> ▪ Taking appropriate action regarding trespassers, including informing the Senior Site Supervisor and Estates and Facilities Manager, as appropriate. ▪ Be a key holder for the school site.
Lettings and Events:	<ul style="list-style-type: none"> ▪ Set up rooms for meetings and events as required by lettings specifications. ▪ Ensure effective and accessible communication with all visitors from lettings and others as appropriate. ▪ To respond to emergencies as necessary. ▪ To clean and set up the areas of the school designated to lettings and events.
Budgets/Finances:	<ul style="list-style-type: none"> ▪ Be mindful of best value at all times.
Other Duties:	<ul style="list-style-type: none"> ▪ Assist with general checking and emergency cleaning of parts of the school as directed, to ensure a tidy environment is maintained. ▪ Undertake seasonal maintenance of the site and equipment, inside and out, including changing bulbs, clock batteries, door locks, woodwork, decorating and clearing drains and toilets. ▪ Carry out general portering duties. ▪ Move such items of school furniture as and when required, with due regard and attention to current Health and Safety Moving and Handling regulations. ▪ Emergencies: - <ul style="list-style-type: none"> ○ Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate. ○ Ensure access for emergency services, assist as necessary and ensure premises are secure. ▪ Ensure that replenishment of soap, towels, toilet paper on site as necessary.
Professional Responsibilities:	<ul style="list-style-type: none"> ▪ Wear the site uniform at all times. ▪ Ensure appropriate PPE is worn to carry out site duties. ▪ Meet regularly with the Senior Site Supervisor for line-management and Site Maintenance Team meetings.
Support for the School:	<ul style="list-style-type: none"> ▪ Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager. ▪ To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, asbestos management, lone working, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. ▪ To carry out duties in line with school risk assessments. ▪ To be aware of and support all colleagues and visitors have equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background. ▪ To contribute to the school ethos, aims and development/improvement plan. ▪ To work as part of a team, appreciating and supporting the role of other people within the team. ▪ Attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> • To ensure use of IT to full capacity in order to produce high quality documents.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Estates and Facilities Manager, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Estates and Facilities Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.