Thomas More Catholic School



Premises Assistant
Role Profile and Person Specification

THOMAS MORE CATHOLIC SCHOOL

Job Description

Job Title:	**Premises Assistant**
School /Academy:	**Thomas More Catholic School**
Grade Range:	**Grade 3– Scp 2-3 £20,835-£21,981 + Overtime**
Hours per week:	**Monday to Friday 36 hours per week** You will be required to work a shift pattern – the rota is negotiable. Earliest shift 7.00 – 14.45, middle shift 9:00 – 16:45, latest shift 10.45 – 18.30 plus overtime hours/evening and weekend work to include the swimming pool rota approximately 16 hours per week every 2 - 3 weekends.
Work Pattern:	**All year round**
Location:	**The school and surrounding site.**
Reports to:	**Headteacher, Director of Finance & Personnel, Assistant Site Manager**
Responsible for:	Small team of cleaners
Role Purpose and Role Dimensions:	Liaising daily with the Head Teacher/Site Manager/ Director of Finance & Personnel on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensure the security of the school premises. Assist in the maintenance any machinery or plant within the school. Help maintain the internal and external fabric of the schools premises as a safe working environment.
Commitment to Diversity:	As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	▪ Contractors and suppliers ▪ Facilities providers. ▪ Parents ▪ General public
Key Internal Contacts:	▪ Head teacher/ Site Manager/Director of Finance & Personnel ▪ Cleaners ▪ Staff ▪ Pupils
Financial Dimensions:	▪ Responsible for hand tools, equipment such as lawn mowers, floor buffers, vacuum cleaners and other small machinery.
Key Areas for Decision Making:	▪ Ensure adequate cover is available during own or team members absence. ▪ Ensure that vital information such as cleaning rotas and site keys are available for staff as required.

Key Accountabilities and Result Areas:	Key Elements:
Management and Supervision	**This will involve:** ▪ The Premises Assistant will report to the Head Teacher /Cleaning Supervisor/ Site Manager on any failure to meet the required cleaning standards. ▪ Dealing with enquiries from staff, pupils, parents and the public. ▪ Planning and work allocation for directly employed cleaners where required. ▪ Induction and instruction of cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required. ▪ Supervision of cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained. ▪ Authorising weekly time sheets for cleaners, and help in the preparation of claims for caretaking fees for lettings. ▪ Assist in the undertaking of the annual fire risk assessment ▪ Attend training courses where appropriate ▪ Occasional care and feeding of school pets during holiday times. ▪ Occasional watering of plants. ▪ Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
Security	**This will involve:** ▪ Open and close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services. ▪ Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. ▪ Liaison as necessary with emergency services including the calling of the services as appropriate. ▪ Report acts of vandalism to the Head Teacher and Police where necessary. ▪ Internal mail courier duties as required by the Head Teacher. ▪ General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Head Teacher, ensuring the safe use of the school site at all times.
Heating	**This will involve:** ▪ Check and control system function, including frost precaution procedures. ▪ Maintain stock levels as required including ordering and receipt of supplies. ▪ Vent heating system as required. ▪ Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required. ▪ Report all defects to the Site Manager/Caretaker. ▪ Change filters as appropriate.

Energy Conservation

This will involve:

- Reading, recording and reporting all meter readings as required by the Headteacher, Director of Finance & Personnel and or Energy Conservation Officer.

Emergencies

This will involve:

- Cleaning sickness,bodily fluids etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

Lettings

This will involve:

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Local Education Authority's arrangements.

Internal Maintenance

This will involve:

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re : prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Head Teacher.

External Maintenance

This will involve:

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.

School Cleaning

This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Head Teacher/ Site Manager.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- In areas where the Assistant Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Key Accountabilities and Result Areas:	Key Elements:
Confidentiality	**This will involve:** ▪ Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities and Diversity	**This will involve:** The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams
Safeguarding	**This will involve:** • Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people. • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.
Customer Care	**This will involve:** ▪ Able to demonstrate a commitment to the School/Academy's Customer Care Policy.
Health and Safety	Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the School Team	**This will involve:** ▪ To participate in training to be able to demonstrate competence. ▪ To participate in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the school. ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on school policies and interventions.

Person Specification

Job Title: **Premises Assistant**

Essential knowledge:

- An understanding of basic health & safety requirements.
- To communicate clearly to all sections of the school community both verbally and in writing.

Essential skills and abilities:

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.
- Ability to assist in the training and induction of new cleaning staff.
- Understanding of the principles of health & safety in a school environment including COSHH.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

Essential experience:

- Experience of current cleaning materials/methods/appliances.
- Take part in the school's performance management system.

Special conditions:

- Enhanced DBS Check