



Sherwood Foundation School
Sherwood Park Campus
Sherwood Hill Campus
Sherwood Manor Campus

Sherwood Foundation School

Job Description & Person Specification

Job Title: Premises Assistant

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

Sherwood Park Campus: This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

Sherwood Hill Campus: This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.

Sherwood Manor Campus: This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.

All staff are expected to work across all campuses as required.

Sherwood Foundation School is a warm and friendly school, with high aspirations for our fantastic pupils

Job Description

Post reporting to: Facilities Manager

Overall Purpose of the Post

- To be responsible to the Facilities Manager for various duties relating to the security, operations, facilities management and monitoring of the school site, including the management and supervision of contractors on site.
- Ensure that the school buildings, facilities, and grounds are maintained to the highest possible standard and are in proper working order. This will ensure compliance with relevant Health, Safety, and welfare legislation and provide a safe working environment for all facility users.

- To work with the Facilities Manager, Head of Operations & Business and Executive Headteacher in support of future developmental activity, e.g., new builds and scope, commercial use and not limited to other tasks example lettings.

Key Tasks

- Maintain and secure the school premises, furniture and fittings to a high standard, including reactive repairs and devising and managing the preventative maintenance programme.
- Ensure that the site promotes pupil equality and access to opportunities to learn and develop.
- Interpret information and resolve a range of problems proactively, flexibly and innovatively.
- Advise the School Leadership Team on matters relating to site and buildings, promptly highlighting any issues that affect the safe operation of the school.
- Actively support the community's use of the site, buildings, and related resources.
- Undertake portering duties, such as moving furniture and equipment as required and in good time to support effective teaching and learning.
- Liaise with contractors and outsourced service providers on all estimates and works, ensuring high-quality service and workmanship and minimising any disruption to the school's continuous operation without delaying any required work.
- Maintain annual asset register, liaising with colleagues with financial responsibility and oversight as appropriate.
- General maintenance tasks before contacting contractors.
- Undertake regular site inspections and take action to ensure that the school site and buildings are clean and well-maintained.
- Ensure that all statutory and non-statutory testing, certification, and evidence of adherence to legal requirements are up to date, and ensure that remedial works are actioned promptly.
- Create and maintain an annual fire risk assessment and undertake regular fire drills and alarm testing, with remedial works actioned promptly.
- Manage the building management control systems to minimise energy usage at all times, including obtaining and providing meter readings.
- Undertake regular playground equipment inspections to ensure the safety of pupils and advise the Headteacher when equipment has been closed to use.
- Ensure that the school is cleaned to a high standard, liaising with the cleaning contractor as required. This may require the job holder to undertake cleaning and/or stock replenishment duties occasionally.
- Monitor, order, and deliver appropriate supplies and equipment to ensure adequate stock levels and delivery within an agreed-upon budget.
- Ensure deliveries are stored away promptly.

- As the site key holder, you are responsible for the routine and emergency opening and closing of the grounds and activating the alarm system if required to safeguard the school and its assets.
- Be a key holder for the school site, responding to:
 - Intruder alarm call-outs when the external 'out of hours key holder' cannot attend.
 - Liaise with the 'out of hours key holder' to determine if/when contractors should attend to conduct remedial work.
 - Fire alarm call-outs together with the external 'out of hours key holder'
- Oversee health and safety of site-related activities, ensuring risk assessments are carried out appropriately and policies followed.
- Manage the authorised access and departure of all visitors to the school, including visitors arriving and departing the site outside of school hours.
- Where necessary, remain on site from the arrival of hirers and throughout any hiring or letting to supervise the safe use of the school facilities and equipment, clean and tidy up as necessary, and secure the premises at the end of the letting.
- Liaise with all school site users (including lettings) to ensure that they receive excellent service.
- Liaise with all hirers and relevant school staff to ensure that all appropriate documentation is completed before the hire, including but not limited to risk assessments, insurance, first aid, contracts, etc.
- Operational and financial management, administration, organisation and planning of daily site maintenance, security and cleaning routines with budget constraints – also proficient in using IT software.
- Direct contractors to specified work and monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.

Vehicles

- Maintain the school minibus by carrying out weekly safety, cleanliness, and general operation checks, including filling the tank as required in accordance with school procedures.
- Liaising with local garages as required to ensure the minibus is serviced regularly and that MOTs are carried out annually, ensuring the legality and safety of all concerned, including all 13-week safety checks.

Support to Colleagues

- Role model and encourage others to have a good health and safety culture.
- Provide health and safety induction training and refresher training for all new staff as required.
- Work with other facilities staff, including managing on a day-to-day basis, coaching and developing skills and attitudes, and ensuring that all premises staff are fully trained and have up-to-date accreditations.
- Work proactively and collaboratively with other members of the staff team.

Self-Development

- Attend staff and team meetings as required.
- Participate in training and other learning activities offered by the school.
- Improve own practice, including through observation, evaluation and discussion with colleagues.

Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times.
- Assist in preparing and supporting the maintenance of site-related policies, including site access plans, premises evacuation, etc.
- Follow school procurement policies at all times.
- Maintain an Operations Manual encompassing all equipment on site.
- Follow all legislation and best practices relevant to your role.
- Follow all school policies, procedures and guidelines.

Health & Safety

- Proper and timely assessment of risk to health and safety, implementation of measures and arrangements identified as necessary from assessments. This is achieved by Health & Safety zonal inspection of the site, which is then compiled into a working report. Where appropriate, external experts are brought in to advise.
- To work with the Facilities Manager / Head of Operations & Business in support of H & S audits. Ensure the site satisfies health, safety, and welfare requirements, such as ventilation, temperature, lighting, sanitary, washing, and rest facilities.
- To supervise and undertake, when required, testing, repairs and maintenance of portable electrical appliances according to level of competence.
- Compiling and updating the database of all tests.
- Formulate and maintain an up-to-date work schedule of plans, servicing schedules, and other data relating to the site and its infrastructure.
- Responsible for preparing and presenting all necessary information/data for Health & Safety meetings.
- Be a fire marshal and assist in evacuation of sites.

Facilities Management

- Site maintenance, security and cleaning routines with budget constraints – using IT software.
- Awareness of and adherence to current Health and safety legislation by all site maintenance and cleaning staff.
- Direct contractors to specified work and monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.

- Work collaboratively with other site maintenance staff and all colleagues.
- Liaise with the external cleaning contractor's supervisor to ensure the premises are prepared and cleaned for daily school use, after-school events, and all external lettings.
- To assist Facilities Manager in quotes/estimates/tenders from recognised contractors for all repairs and development work to meet the standards set out by the Schools Accounting & Financial Regulations.

Lettings /Events and Future Development

- Work with the Facilities Manager and Head of Operations & Business to utilise the school site for commercial use.
- Work with all site facilities teams to support out-of-hours events, e.g. open evenings, parent's evenings, etc.
- Responsible for the layout/removal of furniture and equipment as required.
- To secure buildings after use.
- To support Facilities Manager, Head of Operations & Business and Headteacher with any future development of the Sherwood Foundation School sites.

Routine Tasks

- To be responsible for the site's general appearance, including removal of litter and graffiti, as necessary.
- Respond to all defect reports and implement such remedial works as are necessary, working within Health and safety parameters with regard to specific trade skills within the team.
- To deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment as necessary and within the post's scope.
- Priorities, cost and respond to requests for minor improvements works; Identify and communicate own suggestions for minor works; Cost all works to ensure they represent value for money.
- Complete all necessary paperwork associated with orders, check relevant invoices, check deliveries, and distribute to departments.
- To carry out emergency cleaning tasks, including removing bodily fluids/excretions.
- To be responsible for the setting out of areas of the school for specified use and to work as part of the team to ensure that any such work is carried out promptly.
- Log all incidents of vandalism or unusual excessive wear and tear and either rectify or report them to the Facilities Manager / Head of Operations & Business.
- To be the first point of contact for external security providers and cleaning staff.
- Responding to emergency call-outs with other site staff and liaising with external key holders on a Rota basis.
- An ability to understand swimming pool operation and maintenance isolate fault find using documentation.

- Manual handling of large items around schools
- Flexibility with regards to working hours including weekends and anti-social hours.

Training

- Be willing to undertake all relevant in-service training as required and ensure that all relevant skills/qualifications are updated.

Contacts and Relationships - Internal / External

- Ability to communicate with suppliers and contractors and building professionals, parents, public members, the Fire Service and the Police service.
- Most of the relationships are straightforward, although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.

Equality and Diversity

- Central to the Governors and School is the commitment to treating people with dignity and respect whilst valuing the diversity of all. We are committed to eliminating all forms of discrimination in service of delivery, employment and in working with all stakeholders - including on grounds of race, gender, caring responsibilities, disabilities, gender reassignment, age, social class, sexual orientation and religion or belief.

Safeguarding and Child Protection

- All staff are responsible for providing and safeguarding the welfare of children and young people they interact with.
- All staff must comply with the school's Safeguarding Policy.
- If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken.
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education (which may include online and social media checks) may be undertaken.

The list of duties in this job description should not be regarded as exclusive or exhaustive. This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

School employees are advised to have the Hepatitis B vaccination.

Sherwood Foundation School is a no-smoking school

SAFEGUARDING RECRUITMENT STATEMENT

Sherwood Foundation School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the Job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**

Criteria	Desirable/ Essential
Relevant Health and Safety qualifications and/or willingness to undergo training as required (COSHH, NEBOSH)	E
Understanding and ability to apply regulations such as Health & Safety, Fire, Manual Handling, Asbestos and Legionella	E
Qualification in premises or facilities management or equivalent	D
A range of previous experience as a Premises Assistant servicing and maintaining a site to its optimum function	E
Must be a driver and prepared to complete training and test for driving school mini-buses.	E
Experience in accepting a range of responsibilities and carrying them out efficiently and effectively and when necessary with a minimum of support and guidance.	E
A strong working knowledge of Health and Safety Legislation.	E
Previous experience in summarising and recording information in a way that can be readily understood by others.	E
Practical understanding of experience and commitment to the school's equal opportunities policy and its implementation.	E

An appreciation, understanding and empathy for pupils who exhibit a range of special needs and how they can be best supported by all staff in the community of the school	E
Able to demonstrate a range of practical skills to undertake a variety of maintenance and repair tasks across the site to include minor carpentry, plumbing and decorating and others, as required.	E
Experience of tendering and overseeing the completion of contracts (specifically with a facilities focus).	E
Experience working in a school environment	D