

JOB PROFILE



1. **Post Details:**
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| Post Title: | Premises assistant (11:00-19:00) |
| Salary Grade: | S5 |
| Salary range: | £26,777 - £28,686 |

2. **Hours**

The nature of the work will necessitate a degree of flexibility, which will be agreed with the premises manager. Normally 36 hours per week Monday to Friday primarily 11:00-19:00. (including lunch break) 52 weeks per year.

3. **Job Purpose:**

Assisting/supporting the Premises Manager and team in the management of all Buildings and grounds related to Oakwood School in accordance with the requirements of the Headteacher and the Governing Body.

Support premises staff with daily tasks to ensure requests and expectations are met under the guidance of the premises manager.

4. **Organisation Relationships:**

To: The Premises manger, School Business Manager (SBM), who in turn is directly responsible to the Headteacher.

For: Premises staff

5. **Main Duties:**

Support the premises manager and department in overall responsibility of the buildings including all new works, refurbishment and maintenance, Health & Safety Inspections and policy compliance. Consistently raise, improve and maintain the service delivery to the Oakwood community.

a. **Security:**

- Maintain the security of the school premises as a key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Report any potential security breaches to premises manager, and support in rectifying.

b. **Health & Safety:**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including but not limited to legionella risk, safety equipment, and any hazards on school premises; report any problems/ issues to premises manger.
- Provide safe access to the school in cold weather conditions
- Following health and safety procedures
- Support the Premises manger in monitoring the work of contractors, ensuring safe working practice and quality of work
- Working with the premises manager to identify, implement and review way of creating a safer working environment.

c. **Repairs and Maintenance:**

- Ensure that the LA carry out their responsibilities regarding the buildings, fabric and services generally, by liaising with officers of Surrey County Council and Surrey County Council Building Maintenance Contractor
- Undertake all repairs and maintenance within own competence and under the guidance of the premises manager
- Facilitate the access needs for external contractors from prior arrangement and schedule.
- Ensure that regular maintenance checks are carried out on all premises related equipment, i.e. boilers, heating equipment, electrical equipment, lift, Fire Alarm system, etc.

d. Cleaning:

- Act as a point of contact for the contract cleaning staff, dealing with any issues that arise and in line with premises manager expectations and current SLA's
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Aid/support the rolling programme of carpet cleaning around site

e. Grounds Maintenance:

- Proactive attention to detail when ensuring the site is inviting, clean and tidy.
- Working with the premises manager to improve current site aesthetics
- Ensuring the site is litter free, in way of litter picking.
- Ensuring bins are not overflowing and are in good condition
- Making good where possible any trip, slips or fall hazards
- Clearance and maintenance of gutters, gulleys, down pipes and surface water traps and drains.
- Any works needed under the guidance of the premises manager that may be necessary to ensure the site functionality.

f. On-Site Services:

- Receive and Assist visiting service contractors on site, e.g. utility officials, alarm engineers, etc.
- Receive deliveries, and distribute accordingly
- Carry out portage duties, such as moving furniture and equipment around the school
- Ensure WC facilities are functional and clear of blockages
- Maintain the general school premises on a day to day basis

g. Lettings:

- arrange opening and closing, as required, for lettings as per arrangement via Premises manager.

6. General

- Gain an understanding of the current team dynamic, and find a way to work cohesively
- Ensure contractors and external visitors comply with security and health and safety while on school premises
- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Be adaptable to changing office practice and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the School

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.