Inspire Partnership Academy Trust Job Description

Premises Assistant – Maundene Primary School, Medway Hub

Data Manager – Greenwich Hub Job cription

Hours Full time, all year round.

Base The post-holder will normally be based at Maundene Primary School. There will be a requirement to provide cover for or contribute to larger project work at our two other schools in the Medway region.

Reports to Regional Facilities Manager

Salary Medway NJC D2 (SCP 4-11 £18,933-£21,748)

Purpose of Job

Overall aim is to ensure that the school benefits from high standards of maintenance, cleaning, security, lighting, heating, health & safety compliance and other general site services. The job holder will also provide a full range of porterage services for school staff.

The job holder will be a member of the Regional Premises Team and will be expected work with and to contribute to the wider premises team in order to provide an efficient and effective service.

Duties and Responsibilities

1. Undertake planned and ad hoc maintenance and upkeep of the premises. This is to include the buildings, their grounds and equipment.
2. Maintain all external areas in a clean, tidy, and safe condition, including the removal of litter, clearing drains, salting paths and play areas during inclement weather, clearing snow, etc.
3. Determine, in accordance with the Regional Facilities Manager and established guidelines, whether repairs / maintenance should be undertaken locally or to commission contract services.
4. Assist the Regional Facilities Manager in ensuring that contract specifications are achieved and that any errors or omissions are remedied speedily.
5. Undertake the direct repair and maintenance of fabric, services, and fittings within agreed competence levels.
6. Monitor and ensure proper/safe levels of lighting, heating, and ventilation.
7. Ensure maintenance and operation of security, fire alarm and changeover systems. Carry out relevant test procedures, and other access controls.
8. Demonstrate effective use of IT systems to complete and maintain effective record keeping, including full utilisation of the Parago asset management system.
9. To act as key holder for the buildings, and to ensure that the buildings are safe and secure at the end of occupation.
10. Maintain inventories and carry out stock checks in accordance with school policies and as directed by the Regional Facilities Manager. Complete, file and despatch necessary paperwork and records involved in administration of stock control systems, contractor information and other services as directed.
11. To work with the school to deliver their lettings programmes.
12. To ensure that any such letting arrangements are adequately covered regarding security and H&S.
13. To receive and distribute stores and deliveries as necessary.
14. Other associated duties as required e.g., porterage of items such as stationery, equipment, furniture, etc, and errands off site e.g., collection of materials, post, etc.

**Trust-wide Premises Support**

1. Work with the premises team members and other schools within the Trust to develop and improve processes and procedures.
2. Undertake agreed project work for the Trust.

**Other Duties**

1. Undertake other duties, that could reasonably be expected from a member of the premises team.
2. To participate in staff training and attend staff meetings, as necessary.
3. Undertake continuing professional development to maintain up to date knowledge of health and safety regulations and to stay abreast with best practise in premises management.

Person Specification: Premises Assistant

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| criteria | qualities |
| Qualifications  and training | * Ideally an NVQ level 3 qualification in premises management (or equivalent) . |
| Experience | * Premises management experience in a school, or in a relevant field outside of education * Experience of carrying out quality repairs and maintenance. |
| Skills and knowledge | * Excellent attention to detail to ensure school premises are always presented in a safe, clean, and tidy state. * Excellent attention to detail with relation to ensuring H&S matters are managed. * Excellent communication and interpersonal skills * Ability to build effective working relationships with staff and other stakeholders. * Experience of working with computerised databases for recording and storing information |
| Personal qualities | * Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils. * Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school. * Ability to work under pressure and prioritise effectively. * A “can do” approach to work. * Commitment to always maintaining confidentiality. * Commitment to safeguarding and equality |