

JOB DESCRIPTION

Premises Assistant

You will support the Premises Manager in all aspects of their role including the security, maintenance and development of the premises so that as a resource it most effectively supports the educational needs of the students.

Reporting Relationship:

The post holder will report to the Premises Manager.

Functional links:

The Premises Assistant will liaise with the Premises Manager, SLT, OHCAT Shared services teams, school staff, pupils, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the School.

Duties and responsibilities

1. Site Maintenance

- Undertake all aspects of maintenance work of fixtures, fittings, plant and vehicles.
- Carry out all types of repair or improvements to the level of qualification, knowledge and experience required.
- Advise the Premises Manager concerning repairs and maintenance needed. Liaise with Premises Manager for purchases and advise when work is completed or of any issues which cannot be solved using own initiative.
- Carry out routine maintenance and repairs on the school vehicles as necessary.
- Wash the school vehicles making sure that the interiors are clean and that the safety belts are working correctly - reporting any defects to the Premises Manager.
- Keep equipment, tools and machinery in a secure manner.
- Keep clean boiler houses and storerooms.
- Undertake internal decoration in all areas if required and as directed.

- Keep records relating to company due diligence and regulations as directed by the Premises Manager.

2. Caretaking

- Carry out key holding and security duties as delegated by the Premises Manager.
- Carry out high level cleaning including light fittings, shades, diffusers etc., using the appropriate access equipment for which training is required.
- Make sure all detectors are kept free of cobwebs/obstructions, which could hinder their performance.
- Check external lighting regularly that all bulbs are working and appropriately adjust timers.
- Be vigilant of any strangers on site and report as necessary.
- Collect and assemble waste for collection.
- Be responsible for routine and non-routine opening of premises and grounds.
- Respond to calls outside normal working hours due to break-ins etc. and/or the activation of the alarms.

3. Facilities

- Operate the heating plant, monitoring and maintaining it to ensure maximum efficiency and in line with the school policy on energy conservation. Referring to the Premises Manager if problems arise.
- Be available on special school occasions and events and if requested by the Premises Manager.
- Receive deliveries to the school site.
- Undertake general portage duties to ensure delivery of stock, stationery, supplies and equipment to the correct place within the site, remove furniture and set out of rooms as required.
- Prepare the school premises and site for assemblies, meetings and out of school activities and clearing up after these activities.

4. Grounds Maintenance

- Check and maintain drains and gullies, driveways and paths.

- Ensure safe access to company premises e.g. snow clearance.
- Clear litter and ensure that the school grounds are maintained in a clean & tidy state.
- Cut grassed areas as directed by the Premises Manager.
- Clear garden beds of dead/dying vegetation and prepare for new growth.
- Trim hedges and shrubs and maintain in a neat & tidy condition.
- Ensure weeds, nettles, long grass and brush is regularly cut back.
- Ensure fences and boundaries are appropriately maintained.
- Take appropriate action to prevent trees and plants causing damage to property or injury to persons.

5. Health & Safety

- Perform duties in line with health and safety regulations and take action where hazards are identified. Report serious hazards to line manager immediately.
- Assess the risks involved in cleaning and maintenance duties around the school and take reasonable precautions for your own work in line with HASAWA Duty of Care
- Ensure all records for maintenance are current and that any statutory checks are maintained as directed by the Premises Manager.
- Undertake regular health and safety checks of buildings, grounds, fixtures, fittings and equipment.
- Conduct Health & Safety Risk Assessment and ensure records are maintained for inspection.
- Test fire alarm weekly.
- Carry out emergency repairs to ensure the health and safety of pupils and staff.
- Carry out safety and damage minimisation procedures in the event of, fire, flood, breaking and entering, accident or other major damage.

6. Other

- Undertake any relevant training as required.

- Undertake Midas training to drive school vehicles when required to transport pupils, staff or materials.
- Keep aware of company policies and procedures.
- To work as a member of the staff team to contribute positively to effective working relationships within the school.
- Conduct any other duties commensurate with the post as required.

Person Specification	
Criteria	Essential = E Desirable = D
Qualifications and Training	
<ul style="list-style-type: none"> • Vocational Qualification in building/maintenance operation • Health & Safety Qualification • Other relevant training/ professional qualifications 	D D D
Knowledge and Experience	
<ul style="list-style-type: none"> • Experience of working within a school environment • Previous experience in a maintenance, building or groundworks role (Maintenance) • Previous experience in a grounds/gardening role (Grounds) • Knowledge of Health & Safety Regulations 	D E D D
Skills and Abilities	
<ul style="list-style-type: none"> • Able to work amongst young people with behavioural, emotional & social difficulties • Commitment to the ethos of the school • Ability to work under pressure and meet deadlines. • Ability to work collaboratively & co-operatively in a multi-professional team • Variety of general maintenance/ grounds skills & willingness to undergo further training • Pragmatic approach to problem solving • Ability to be on-call for out-of-hours emergencies and security duties • Full clean driving licence • Ability to liaise with visitors, contractors & others in a diplomatic manner • Basic computer skills • Willingness to work flexible hours when requires including occasional weekend work 	E E E E E E E E E E
Personal Attributes	
<ul style="list-style-type: none"> • Full enhanced Disclosure clearance by DBS • Medical Clearance • Excellent attendance and punctuality record • Be able to meet the physical requirements of the role 	E E E E
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