JOB DESCRIPTION

Job Title:	**Premises Assistant**
Academy:	**Resilience Multi Academy Trust, based at Churwell Primary Academy, Westwood Side, Churwell, Leeds LS27 9HR**
Pay Grade & Range:	**SCP 3 – 7 (£25,614 - £27,274 per annum)**
Hours of work:	**37 hours per week, all year round** **Split shifts to allow for a.m. opening and p.m. closing of the building** **Monday, Tuesday, Wednesday and Friday: 7.00am to 11.15am and 3.00pm until 6.00pm (5.30pm finish on Fridays)** **Thursday: 7.00am - 9.30am and 3.00pm-9.00pm**
Responsible to:	**Principal**

Role

Under the direction and guidance of the Principal, to be responsible for maintenance, security and facilities management services on academy sites and premises. The role is based at Churwell Primary Academy, however there will be a requirement to provide cover and support to other academies across the Trust, as deemed appropriate.

Some flexibility in the scheduled hours will be required in agreement with the Principal to ensure that lettings and building work are covered, which may include some evening and weekend working.

Security

1. Lock/unlock academy buildings and premises, providing emergency access to the site if required.
2. Undertake regular security checks.
3. Assist with the monitoring of the fire safety equipment and carry out fire drills when directed by the Principal.
4. Operate and respond to alarm systems, where appropriate.
5. Monitor CCTV or surveillance equipment where appropriate.
6. Liaise with police, security and surveillance contractors the guidance of the Principal.

Premises Maintenance & Repairs

7. Undertake appropriate repairs e.g. redecorating and general maintenance / repairs.
8. Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your academy.
9. Organise and carry out minor decoration programme as agreed with the Principal.
10. Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Principal.
11. Assist with the operation and maintenance of heating plant and lighting systems.
12. Undertake regular site inspections as directed.
13. Identify defects and record repair and maintenance requirements liaising with the Principal to agree remedial actions

Cleaning, Grounds & Site Presentation

14. Collect and assemble waste for collection.
15. Undertake cleaning duties such as graffiti removal and litter-picking.
16. Undertake specialist cleaning tasks, where necessary.
17. Supervising of other cleaners, dependant on academy.

Site Operations & Facilities

18. Coordinate deliveries to the academy site with the Principal.
19. Liaise with contractors
20. Portering duties e.g. delivering mail, moving furniture and equipment.
21. Assist the Principal in the management, administration and operation of lettings system when required.
22. Where appropriate, to organise and administer the use and maintenance of all academy vehicles and to carry out driving duties as directed by the Principal.
23. Liaise with the academy meals service contractors in relation to their use of the site and provision of their service, where appropriate.
24. Liaise with the Trust central team with regards to the maintenance of the Premises and Health & Safety requirements when requested or necessary.

Equipment & Resources

25. Ensure that specialist sports equipment is maintained in accordance with specified standards.
26. Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials.
27. Provide specialist advice and guidance as required.
28. Assist the Principal with the monitoring & management of stock within an agreed budget, cataloguing resources & undertaking audits as required.

Health & Safety

29. Assist the Principal, Finance Manager and the Trust Health and Safety professionals in completing safety audits of the premises and assist with relevant risk assessments as required.
30. Demonstrate and assist in the safe and effective use of specialist equipment/materials.
31. Ensure compliance by self and others with all health and safety policies and procedures.

32. Ensure safe use by self and others of equipment and materials.
33. Promote and ensure the health and safety of pupils, colleagues & visitors (in accordance with appropriate health & safety legislation) at all times.

Administration

34. Assist with the maintenance of records, information and data around the premises as required.
35. To be responsible, in conjunction with the Principal and the Business and Finance Manager, for the administration and control of appropriate areas of the budget.
36. Attend and participate in regular meetings.

Training & Team Support

37. Assist with maintaining a purposeful, orderly and productive working environment.
38. Participate in training and other learning activities, as required.
39. Recognise own strengths and areas of expertise and use these to advise and support others.
40. Assist in the supervision, training and development of colleagues.

Communication & Professional Responsibilities

41. Contribute to the overall ethos/work/aims of the academy.
42. Establish constructive relationships and communication with contractors and other agencies/professionals.
43. Treat all users of the academy with courtesy and consideration.
44. Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all.
45. Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Special Conditions of Service

The role is a RMAT role and although it is based initially at Churwell Academy, there will be a requirement to provide cover and support at other academies across the Trust as deemed appropriate, with reasonable notice.

A willingness to undertake Minibus Driver Awareness Scheme (MiDAS) training and, where required, drive the minibus to support academy activities is desirable.

There is a requirement to submit to an enhanced DBS background check. There will be a need to work outside of academy hours and off academy premises, as required by the academy. No smoking policy.

The Resilience Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: **Premises Assistant**

Pay Range: **SCP 3 – 7**

Criteria	Essential	Desirable
Skills	Ability to work as part of a team Ability to relate well to children and adults Ability to present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all Ability to undertake a range of maintenance and repair tasks. Ability to prioritise workload and manage competing demands. Good organisational and record-keeping skills. Ability to work independently and use initiative. Effective communication and interpersonal skills. Ability to carry out the physical requirements of the role. Ability to maintain confidentiality and professionalism.	Ability to train or guide others in safe working practices.
Experience	Experience of working as part of a team Handyperson experience Caretaking/site-keeping experience in an academy or similar environment Experience of dealing with contractors, suppliers or service providers.	Experience of working within a cleaning environment Experience of working across dual sites Experience of using facilities management or lettings systems.

	Experience of identifying defects and reporting maintenance requirements. Experience of maintaining a safe and clean environment.	
Knowledge	Awareness and understanding of basic safety and security measures Working knowledge of relevant polices/codes of practice/legislation Knowledge of Health and Safety procedures and precautions Knowledge of COSHH regulations Willingness to develop knowledge of use of ICT and other specialist equipment/resources Awareness of health and hygiene procedures Knowledge of moving and handling procedures Understanding of risk assessments and incident reporting procedures.	Knowledge of basic fire regulation requirements. Knowledge of using mechanical cleaning equipment Understanding of contractor management processes.
Qualifications / Training	Participate in development and training opportunities H&S qualifications in line with statutory requirements updated as required Good standard of literacy and numeracy.	A willingness to undertake Minibus Driver Awareness Scheme (MiDAS) training
Personal Qualities	Reliable, trustworthy and dependable.	

	Flexible approach to work. Positive, professional and approachable manner. Commitment to safeguarding and promoting the welfare of children and young people. Commitment to equality, diversity and inclusion. Pride in maintaining a safe, clean and welcoming academy environment. Strong sense of responsibility and accountability.	
Other Conditions	Willingness to work flexibly to meet the needs of the academy. Ability to attend relevant training and meetings. Satisfactory Enhanced DBS clearance. Full UK driving licence.	
RMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service and other statutory checks.		