

OUR VALUES

We enrich through a broad and varied curriculum



Job Description

Job Title:	Premises Assistant
Job Type:	Full Time
Contract type:	Permanent
Location:	Tormead Senior School & Prep School, Cranley Rd, Guildford GU1 2JD
Department:	Premises
Salary:	Tormead Scale Point 21-27, £26,611 to £31,271 depending on experience
Line Manager:	Premises Team Leader

Job Summary

Tormead is seeking a hardworking, flexible Premises Assistant to be part of the Estates & Facilities Team. Undertaking a full caretaking, portering, repair and grounds maintenance service you will be working within a close-knit productive team. The successful candidate will have the ability to multi-task, a positive attitude, and a commitment to maintaining the School to the highest standards and showing it in the best possible light.

This role requires shift work which will include weekend working.

Main responsibilities

PREMISES DUTIES

- Ensuring all doors, windows and gates are secured or opened at the specified times
- Setting/cancelling of all building intruder and fire alarm systems
- Turning off lights and electrical equipment after school hours
- Adjusting heating/hot water boiler, extract fan and lighting time clocks and/or thermostats to maintain the desired building and site environmental conditions
- Arranging seating and equipment in Assembly Hall according to daily schedule
- Setting up furniture, equipment and signage for events and resetting afterwards
- Delivering parcels and equipment around the site and distribute supplies as required
- Keeping the estate clean in respect of emptying external waste bins, litter picking, packaging disposal, sweeping of pathways, roadways, tennis courts and providing an emergency clear up service in emergencies
- Escorting of contractors and visitors on the campus
- Setting up areas for public and school examinations
- Carrying out other reasonable duties within the general nature of the job as requested by your line manager

HEALTH AND SAFETY

- Carrying out regular workplace and site inspections, recording findings, taking action and reporting findings where appropriate.
- Carrying out regular fire safety maintenance and maintaining appropriate records

- Ensuring that Risk Assessments are carried out as appropriate and that guidelines and advice provided are always followed
- Undertaking routine fire alarm call point testing
- Carrying out the duties of a Fire Marshall duties to efficiently evacuate given areas of the school
- Clearing obstructions/spillages in all areas of buildings and grounds
- Assisting in the completion of equipment registers and service records and checks

MINOR REPAIR DUTIES

- Carrying out minor repairs to buildings, services, furniture, and equipment
- Undertaking both internal and external painting and decorating work on the site
- Ensuring all doors, door closers, locks, security systems, windows and blinds are fully operational, and adjustments made whenever necessary
- Keeping all classroom furniture, lockers, and equipment in safe working order
- Unblocking of drains, gutters or services and repair leaks, tap washers, hot water boilers, radiators, thermostats, and water related services
- Changing fluorescent tubes and starters, light bulbs, projector lamps and plug fuses
- Undertaking small installation and building projects to meet the school development plan

GROUNDS MAINTENANCE

- Mowing lawns and composting or disposing of grass cuttings
- Maintaining flower beds, borders, and shrubberies throughout the year
- Cutting hedges, pruning trees and shrubs
- Ensuring pathways, entrances, playing courts and roadways are free of leaves and litter
- Regularly checking all drains and taking action appropriately
- Clearing snow and ice and dispensing salt and grit
- Carrying out regular inspections, cleaning and maintenance of all grounds and garden tools and machines according to manufactures recommendations
- Jet washing playing courts, path and roadways

SCHOOL VEHICLES

- Carrying out weekly vehicle checks according to inspection schedule
- Ensuring fuel tanks of vehicles are above 1/3 full at all times
- Driving vehicles whenever requested for collections and/or deliveries
- Keeping vehicles internally and externally clean at all times

Other Duties

Commitment to training through the Staff Performance Review procedure

To carry out any other reasonable duties as requested by the Bursar or Head of Estates & Facilities.

Key Relationships

Internal: All Staff

External: Contractors

Person Specification

Essential

Desirable

Education / Qualifications / Training

Relevant qualification and/or experience, e.g., within schools		X
GCSE qualifications or equivalent		X
Right to work in the UK	X	
Trained and practiced in manual handling		X
Basic First Aid		X
Full UK driving Licence	X	
Experience		
Experience of successfully undertaking DIY and unskilled maintenance	X	
Experience of using relevant tools, equipment, materials and chemicals	X	
Ability to work alone or as part of the premises team	X	
A personable manner and to have a flexible approach to all duties undertaken	X	
Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines	X	
Good inter-personal and organisational skills		
Ability to work flexible hours and some shift patterns	X	
Willingness to attend training courses to enhance development and performance	X	
X		
Skills / Characteristics		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Willingness to undertake further training	X	
Committed to Equality, Diversity & Inclusion	X	
Safeguarding		
<p>To promote and safeguard the welfare of children and young persons for whom the Premises Assistant is responsible, or with whom he/she comes into contact with, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.</p> <p>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 or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.</p>		