**WOOLWICH POLYTECHNIC SCHOOL**

**JOB DESCRIPTION**

**Post:** Premises Assistant

(35 hours per week – all year round)

**Line Manager:** Premises Manager

**PURPOSE OF JOB**

To be responsible to the Premises Manager for undertaking caretaking, maintenance and portering duties in order to maintain a clean, warm and safe environment for users of the building.

**SUMMARY OF MAIN ACTIVITIES**

1. Perform a wide range of maintenance services to the school building and its grounds, to include: plumbing, carpentry and painting
2. To carry out weekly inspections of the school, its grounds and the school mini-bus keeping up to date records.
3. Furniture movement within the school premises.
4. To maintain all outside areas in a clean, safe and tidy condition, including salting paths, clearing snow within the grounds and play areas during inclement weather i.e. snow, ice etc.,
5. To act as a key holder for the school premises, ensuring the premises is safe and secure at the end of occupancy.
6. Check and set alarm systems.
7. To regularly check outside/safety security lighting and ensure internal fire safety equipment is in good working order and maintained at all times.
8. To receive stores and deliveries and ensure they are distributed as necessary
9. To receive visitors and direct them as appropriate
10. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation.
11. In dealing with members of the school’s community to be mindful, at all times, of the school’s Equal Opportunities policies.
12. To undertake other premises related duties as required and which are commensurate with the level of responsibility of the post holder.

**SELECTION CRITERIA**

1. To hold full and clean UK driving licence
2. To have experience of routine maintenance
3. To be able to work alone or as part of the premises team
4. To have a flexible approach to all duties undertaken
5. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines
6. Good inter-personal and organisational skills
7. Willingness to attend training courses to enhance development and performance

Nov 17