



Role:

Premises Assistant

Accountable to:

Headteacher, Premises Manager

Line Managers:

Headteacher, Premises Manager

Main Objectives:

The Premises Assistant is responsible for carrying out a range of duties which contribute to the maintenance, repair and security of the school's facilities. They will work as part of the Premises Team to provide a secure environment for staff and pupils during the school day. They will be a fully participating member of the school community and will be expected to take an active interest in the day to day running of the school and in the promotion of an environment of goodwill within the neighbourhood. They will assist in the day-to-day maintenance and cleanliness of the school, grounds and buildings. They will deputise for the Premises Manager in their absence, or whenever the Premises Manager is off-site. They will liaise positively with all staff, parents and local community members.

Supervising:

School cleaners when deputising for Premises Manager

Contractors on site when deputising for Premises Manager

Key Responsibilities:

To ensure site safety at all times, tracking contractors on and off the site, ensuring DBS compliance, and ensuring safe working practices on the site, being mindful of times when children will be on site, such as during holiday times

To work with the premises manager to triage and agree priority tasks for completion around the school site, working methodically, quickly, efficiently, and safely.

To undertake minor repairs and maintenance within the remit of 'general handy-person', including but not limited to basic plumbing, lock replacement or repair, re-hanging doors, re-painting, minor



electrical repairs, simple repointing, simple woodworking skills, putting up shelving or display boards, etc.

To assist with the day-to-day routine of premises management, including but not limited to liaising effectively with delivery drivers, portering and furniture moving.

All aspects of safety and security of the site and its contents, including fixtures and fittings, the operation of any fire and burglar alarms, being a key holder where necessary/appropriate.

The lighting and heating of the premises including identification of problems, maintenance and operation of plant room and any machinery where appropriately trained.

The cleaning of emergency spillages, sickness etc. during the day, where cleaning staff are unavailable to do this. This would include using defogging equipment as required.

To assist the Premises Manager with the general upkeep and provision of resources to the buildings ensuring there are adequate stores and provision of hand washing, drying and toilet resources, and any resources relating to on-site health and safety and hygiene requirements.

To empty litter bins as required, remove litter, weeds and leaves from paths and hard surface. To keep surface drains free of obstructions and generally ensure the positive appearance of the site and clutter free.

To maintain the appearance and upkeep of the site, e.g by cleaning of exterior paths and waste bins, removal of weeds, litter and graffiti, etc.

To ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.

To show some flexibility of working hours, sometimes at short notice, as required. This includes but is not limited to deputising for the premises manager in their absence, for example, by assisting with safe preparation of the site early in the morning in periods of snowfall, being available for a late lock up or occasional weekend or



holiday openings or lettings. These times will be paid at the appropriate rates of pay.

To carry out duties required in preparation for school functions under the direction of the Premises Manager. This may include but need not be limited to setting up rooms for meetings with appropriate seating, IT equipment, etc.

To attend regular meetings with the Premises Manager to review all matters to do with school site

To undertake decoration of areas according to the agreed rolling programme of upkeep of the fabric of the buildings

To clean the defined areas of the school not covered by other contracts

Accident management and emergency action. Liaise with the Head of School and other staff to help to investigate and deal with accident and emergency situations as appropriate; including but not limited to fire drill and lockdown procedures.

To carry out any other duties at the request of the Headteacher or Premises Manager that are commensurate with the roles and responsibilities of the post. The school reserves the right to review the nature of the job description as often as is needed.