

## **Job Description**

**School:** Sittingbourne Community College

**Job Title:** Premises Staff

**Grade:** SAT 3

**Responsible to:** Premises Manager

### **Purpose of the Job:**

Provide a maintenance service, undertaking a variety of tasks including decorating, carpentry, plumbing, plastering etc. to ensure safe environments are maintained.

### **Main duties and responsibilities (Accountabilities):**

1. Maintain the security of the premises by opening and closing premises (including times for lettings), repairing doors, latches and fences, and acting as key holder for out of hours contact to maintain a safe environment.
2. Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets to ensure a safe environment is maintained.
3. Maintain tools and equipment to ensure they are kept in good working order.
4. Ensure working area is left clean and tidy at the end of each day and at the end of the job to ensure a safe environment is maintained.
5. Drive minibus to deliver students to other Trust sites and or staff journeys in accordance with the Highway Code as required.
6. Provide a first point of contact for deliveries, moving items to an appropriate area to keep passageways clear and hazard free.
7. Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
8. Escort and advise maintenance contractors attending the site who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.

9. Attend training courses as required and assist in the training of other premises staff as directed.
10. Comply with Health and Safety, Fire Regulations and other Trust policies.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

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**Grade:** SAT 3

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Willingness to undertake relevant training</li></ul>	<ul style="list-style-type: none"><li>• Attendance at courses related to caretaking or Health and Safety</li><li>• Educated to Level 2 qualifications or equivalent</li></ul>
<b>Experience</b>		<ul style="list-style-type: none"><li>• Experience of working as part of a team</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Working knowledge of carpentry, electrics, plumbing and decorating</li><li>• Ability to work alone</li><li>• Practical ability to problem solve and use initiative</li><li>• Ability to organise, prioritise and complete tasks efficiently</li><li>• Able to communicate effectively with pupils, staff and members of the public</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Awareness of Health and Safety regulations and risk assessment</li><li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</li></ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Flexibility</li><li>• Punctual and reliable</li></ul>	