



St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

"Deo Reddite Dei"

"Give back to God what belongs to God"

We are committed to safeguarding and promoting the welfare of children

JOB DESCRIPTION

Designation:	Premises Assistant
Employed for:	Full time 37 hours per week
Grade:	D2 Medway Scale Point 4-11, £24,404 - £27,269
Responsible to:	Facilities Manager

Purpose of Job:

The Premises Assistant role is supporting the delivery of high-quality education through helping facilitate improvements to the school's organisation and environment. All areas of the school's work have a need for high quality support services. By effectively carrying out this role, you will not only be ensuring that efficient support services are in place to meet our teaching and learning requirements, but you will also be helping to make other people's lives easier to manage.

Responsibilities and Key Tasks:

Security:

- Opening and locking of gates, doors and windows as appropriate.
- Arming/Disarming the school intruder alarm as appropriate.
- Taking reasonable steps to minimise loss of or damage to property.
- Patrolling the site at appropriate intervals
- Ensuring that intruders are dealt with adequately in accordance with the School's practice, and where necessary the Police are informed
- Ensuring that the necessary actions are taken to minimise risk of further intrusion and damage pending more permanent repairs
- Reporting all burglaries to appropriate authorities including Headteacher, Police
- Ensure gates and entrances are kept clear
- Ensure that keys are kept in a safe place

MRS D.LENNON
HEADTEACHER

St. John Fisher Catholic
Comprehensive School,
City Way, ME1 2FA.

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- Ensure that all allegations of misconduct or improper behaviour involving pupils/students are reported to the line manager.

Maintenance:

- Carry out minor repairs and report defects to line manager.
- Use any specific skills or expertise where possible.
- Engage in preventative maintenance – to eliminate potential hazards, taking responsibility for checks on drains, gullies, toilets etc. taking appropriate action as necessary.
- Taking responsibility for monitoring contractors on site, ensuring safety procedures are adhered to and work completed satisfactorily.
- To be responsible for carrying out PPM's at the appropriate intervals, as dictated by Statlog, our Premises management software.

Safety:

- Maintain a safe and healthy environment referring all hazards to the nominated Health and Safety Officer.
- Clear ice and snow, putting down salt and give safe access to and egress from site.
- Investigate and report all accidents and potential hazards involving staff or plant equipment.
- Check safety doors are secured against unauthorised entry where appropriate.

Cleaning:

- Playground – sweeping, clearing litter and debris including green areas and weeding on hard surfaces.
- Checking and cleaning up bodily fluids and checking soiling of toilet areas throughout the day subject to Health and Safety guidelines.
- Waste management & waste disposal.

Porterage:

- Help all school staff (and those hiring/using school premises when available) – e.g. assisting with large display mounting, moving of sets for productions, repairs to classroom/school equipment.
- Furniture moving including dining tables, student desks, chairs, etc where necessary to facilitate lettings.

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General Duties:

- Liaising with other users of school site
- Oversee and co-ordinate deliveries of stock, supplies, etc. to correct storage site
- Perform any other reasonable duties within the competence of the Premises Assistant determined by the Facilities Manager or Leadership Team as necessary.
- To attend for work reliably and punctually
- To continuously develop your own working practice, taking responsibility for identifying and addressing your own training and development needs

Professional responsibilities:

- Wear the Premises assistants uniform at all times.
- Maintain Premises assistants uniform to a good standard.
- Sign in and out at reception as per contractual hours and following Health and Safety guidelines.
- 30 minute break must be taken daily.
- Follow child protection and safeguarding procedures at all times.
- Request for absence for personal reasons must be made to the Headteacher giving at least one week's notice.
- If unwell and unable to work, telephone your Line Manager with details and expected return date to work. Complete necessary paperwork as per school policy upon return to work.

Staff Development:

- To assess development and training needs and discuss with line manager.
- Carry out training as dictated by the Facilities Manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

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