

JOB DESCRIPTION

Post: Premises Assistant with keeping and maintenance responsibilities (35 hours per week – all year round)

Line Manager: Premises Manager

Purpose of Job

The Premises Assistant is responsible to the Premises Manager for caretaking, maintenance, and portering duties. The primary goal is to ensure a clean, warm, and safe environment for all users of the building.

Summary of Main Activities

1. **Maintenance Services:** Perform a variety of maintenance services for the school buildings and grounds, including plumbing, carpentry, painting, and emergency glazing.
2. **Weekly Inspections:** Conduct weekly inspections of the building, grounds, and school mini-bus, maintaining up-to-date records.
3. **Furniture Movement:** Assist with the movement of furniture within the school.
4. **Outdoor Maintenance:** Keep all outdoor areas clean, safe, and tidy. Responsibilities include salting paths and clearing snow in adverse weather conditions (e.g., snow, ice).
5. **Key Holder Duties:** Act as a key holder for the school, ensuring the premises are secure at the end of each occupancy.
6. **Alarm Systems:** Check and set alarm systems regularly.
7. **Safety Equipment Checks:** Regularly inspect outside security lighting and ensure that internal fire safety equipment is functioning properly and maintained at all times.
8. **Receiving Deliveries:** Receive stores and deliveries, ensuring proper distribution as needed.
9. **Visitor Management:** Greet visitors and direct them as appropriate.
10. **Health & Safety Compliance:** Adhere to the provisions of the Health & Safety at Work legislation while performing duties.
11. **Equal Opportunities Awareness:** Be mindful of the school's Equal Opportunities policies when interacting with members of the school community.
12. **Additional Duties:** Undertake other premises-related duties as required, commensurate with the level of responsibility of the post holder.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In accordance with KCSIE 2024 shortlisted candidates will be subject to an online profile and social media check.

Person Specification

Qualifications and knowledge	Essential	Desirable
To hold a full and clean uk driving licence	✓	
To have experience of routine maintenance	✓	
To be able to work alone or as part of the premises team	✓	
Good working knowledge of Excel and Word.	✓	
Health & Safety qualifications		✓
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Calm and adaptable with an ability to work within a flexible and busy environment.	✓	
Good interpersonal skills with the ability to liaise effectively with other staff.	✓	
Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed	✓	
Ability to manage own workload and time.	✓	
Able to evaluate own developmental needs and seek learning opportunities to address them.	✓	
Ability to respond flexibly and adapt to changing and challenging circumstances.	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	