

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Premises Assistant

Required: Immediate start





Premises Assistant

An exceptional opportunity has arisen for a Premises Assistant to join our dedicated Premises Team. As the primary point of contact for hirers using the school facilities during the evening shift, confidence and professionalism are essential qualities. This role includes responsibilities such as site locking and unlocking as a keyholder. Additionally, basic maintenance and repair tasks will be carried out. Ensuring the school maintains cleanliness, tidiness, and safety for weekend visitors, pupils, and staff will be a point of pride in this role.

Job purpose

- Assist the Site Manager in ensuring that the school site and grounds are maintained in a safe, clean and orderly condition.
- Undertake maintenance and repair work, following direction of the Site Manager, and making sure that any repairs are properly and promptly carried out.
- Assist in such tasks as may be necessary for effective site management, including various portering and lettings duties.
- Assist in ensuring strict adherence to all procedures including Health and Safety requirements and Control of Substances Hazardous to Health (COSHH) regulations.
- As a keyholder to be responsible for the security of the school premises.

Our ideal candidate will;

- Have a flexible attitude;
- Good communication skills;
- Friendly and outgoing personality;
- Excellent team player;
- Good time management skills and the ability to prioritise tasks;
- Has experience of carrying out basic DIY tasks (Essential);
- Has multi trade experience (Desirable);
- Able to follow and give clear instructions;
- Experience of a similar background desirable but not essential.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the student's life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **22nd May 2025 - noon**

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- Interviews: **29th and 30th May 2025**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **Immediate start**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Premises Assistant

Grade: Aquinas 4

Salary: £24,323.00 p.a. - £26,144.00 p.a. (Negotiable depending on experience – pay award pending)

Standby Allowance: £668.00 p.a.

Hours: 36 hours per week, 52 weeks per year (Shift patterns* + occasional weekends)

Accountable to: Premises Manager

*This role will operate on a shift basis working evenings shifts as follows:

- Mondays 14:15pm-22:30pm
- Tuesdays 14:15pm-10:00pm
- Wednesdays 14:15pm-10:00pm
- Thursdays 14:15pm -21:30pm
- Fridays 14:45pm – 22:15pm

THE ROLE

Duties and responsibilities

Operational/Maintenance

- Establish and maintain good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals.
- Report any faulty equipment, damage or required maintenance within the school premises and grounds to the Site Manager.
- Liaise with the Site Manager regarding the maintenance, repair and replacement of equipment.
- Undertake repairs and maintenance tasks which are within the competence, including replacing locks, the unblocking of sinks, drains and toilets.
- Undertake remedial repairs, for example, boarding up broken windows.
- Liaise with contractors, suppliers and agencies, following the direction of the Site Manager, to ensure that other repairs and maintenance are carried out.
- Ensure the maintenance and operation of heating, lighting, ventilation, water supply, drainage and sanitation.
- Ensure that protective clothing is worn where necessary and that all equipment is in sound working order.
- Provide safe access to the premise by clearing adequate paths during freezing weather using salt as necessary.
- Ensure that appropriate equipment, tools and materials are used.
- Monitor stock levels and advise the Site Manager of replenishment requirements.
- Undertake cleaning duties as required, including clearing body fluid and vomit as required.
- Ensure that hazardous/infectious solutions and materials, e.g. broken glass, are disposed of in accordance with agreed safe working practices, removing waste to designated areas.
- Assist in the building of furniture, the putting up of fencing and display boards, and the installation of equipment.
- Carry out inspections of firefighting equipment and report any defects.
- Undertake the removal of graffiti as required.
- Undertake the collection of litter from around the school site.



- Replace fluorescent tubes, diffusers, light bulbs and clean coverings as required.
- Assist in ensuring that appropriate signs and notices are displayed.
- Assist in ensuring drains and gullies are kept free flowing and clean.
- Remove snow and obstructions from entrances, steps and access pathways ensuring required levels of salt and other appropriate materials are maintained.
- Assist in ensuring emergency exits are kept clear and that fire equipment is correctly positioned and maintained.
- Assist in the annual inspection of electrical equipment.
- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Collect up personal possessions left by teachers or students and hand these to the Site Manager for safekeeping.
- Undertake seasonal duties as required, for example, painting and decorating to be completed during school holidays.
- Take meter readings as required.
- Supervise lettings, as directed by the Site Manager, ensuring that users' requirements are met and that security of the school buildings are maintained at all times.
- Act as a key holder, opening and locking up the school as required by the Site Manager ensuring that all security procedures are followed.

Security

- Assist in ensuring that internal and external security requirements are followed.
- The routine unlocking and locking of premises and grounds.
- Carrying out procedures in the event of fire, flood, breaking and entering, both during and out of premise normal hours.
- Help to prevent trespass in the premise and the grounds.
- Check that all latches and locks are in good working order.
- Make sure the premise/building contents are secure.
- Set the intruder alarm(s) on a daily basis maintaining timings and settings. Report any defects of same.

Cleaning

- Make sure the premises and furnishings are cleaned in accordance with the premise specification and approved standards (applicable to both the caretakers cleaning areas and the contractor's areas).
- Planning and organizing the work required.
- Make sure that all work undertaken is done efficiently and promptly.
- Make sure all external and hard play areas and paths are swept, tidy and litter free.
- Undertake the cleaning of drains, gullies and grease traps.
- Make sure any evidence of spilt body fluids are speedily removed in a safe and hygienic manner.
- Monitoring the cleaning of the contractors and report any defects.

Heating

- Operate the heating plant in order that the required temperatures are maintained and that an adequate supply of hot water is available.
- Carry out routine procedures on ancillary equipment, checking circulating pumps, fuses, time clocks and settings of the automatic controls.
- Make sure precautions have been taken to prevent frost damage.
- Make sure that the boiler house and adjacent areas are free from litter and combustible materials.

Porterage

- Assist in the moving and replacing of furniture and equipment as required.



- Receive, record and distribute deliveries following school policies and procedures.
- Replacement of toilet requisites.

General

- Work outside of normal school working hours as required for extended school activities, lettings, school events, and emergencies.
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Aquinas Advisory Council.
- Carrying out day to day reasonable instructions of the Manager or Head of premise.
- Maintaining regular contact with the school office, catering, teaching staff and the Senior Leadership Team as appropriate.
- Making sure that the working practices are safe and in accordance with the Health and Safety at Work Act.
- Making sure that use and storage of chemicals is in accordance with COSHH.
- Ensure that refuse is stored appropriately and collected routinely.
- Participate in school emergencies as required, for example, assisting with evacuation procedures.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Retain confidentiality regarding all aspects of school life.
- Keep up to date with legislation and regulations including Health and Safety, and Control of Substances Hazardous to Health to Health (COSHH) developments, and communicate relevant information to staff.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Be subject to all relevant statutory and institutional requirements.
- Any other duties commensurate with the grade and post.

TRAINING

Bishop Justus Church of England School has been recognized as an Investor in People and is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

PERSON SPECIFICATION

PREMISES ASSISTANT



	Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills. • Be literate and numerate. • Effective time management. • Able to follow instructions. • Portray a professional image. • Ability to prioritise and able to effectively accommodate ad hoc demands to existing workload. • Able to effectively communicate with external contractors. • Ability to work well under pressure and exercise judgement when dealing with inquiries. • Able to work within a team and independently. • Flexibility and a 'can do' attitude. • Ability to work in a fast-paced environment. • Is flexible and willing to adapt to the needs of the school and lettings. 	Application/Interview/ References
Knowledge/ Experience/ Qualifications	<ul style="list-style-type: none"> • Multi trade experience. (Desirable) • Has experience of carrying out basic DIY tasks. (Essential) • Experience of cleaning, caretaking and maintenance activities. (Desirable) • Must hold a full driving licence. (Essential) 	Application/Interview/ Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in a similar setting (desirable). • Experience of working within a team focused environment. 	Application/Interview/ References
Personal Attributes	<ul style="list-style-type: none"> • Possess a friendly and helpful demeanor. • Ability to concentrate even with frequent interruptions and unpredictable working pattern. • Be willing to undertake further training • Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion. 	Application/Interview

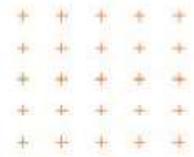


Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.



Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years & access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

