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**JOB DESCRIPTION**

**Post:** Premises Assistant

 (35 hours per week – all year round)

**Line Manager:** Premises Manager

**PURPOSE OF JOB**

To be responsible to the Premises Manager for undertaking caretaking, maintenance and portering duties across two schools, in order to maintain a clean, warm and safe environment for users of the buildings.

**SUMMARY OF MAIN ACTIVITIES**

1. Perform a wide range of maintenance services to the school buildings and grounds, to include: plumbing, carpentry, painting and emergency glazing.
2. To carry out weekly inspections of the schools, their grounds and the school mini-bus keeping up to date records.
3. Furniture movement within the schools.
4. To maintain all outside areas in a clean, safe and tidy condition, including salting paths, clearing snow within the grounds and play areas during inclement weather i.e. snow, ice etc.,
5. To act as a key holder for the schools, ensuring the premises are safe and secure at the end of occupancy.
6. Check and set alarm systems.
7. To regularly check outside/safety security lighting and ensure internal fire safety equipment is in good working order and maintained at all times.
8. To receive stores and deliveries and ensure they are distributed as necessary
9. To receive visitors and direct them as appropriate
10. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation.
11. In dealing with members of the schools’ communities, to be mindful, at all times, of the schools’ Equal Opportunities policies.
12. To undertake other premises related duties as required and which are commensurate with the level of responsibility of the post holder.

**SELECTION CRITERIA**

1. To hold full and clean UK driving licence
2. To have experience of routine maintenance
3. To be able to work alone or as part of the premises team
4. To have a flexible approach to all duties undertaken
5. To have a good standard of IT skills
6. Have a good standard of numeracy and literacy
7. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines
8. Good inter-personal and organisational skills
9. Ability to work flexible hours and some shift patterns
10. Willingness to attend training courses to enhance development and performance

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June 20