



## **JOB DESCRIPTION:**

### **Premises Assistant**

**Grade:**

Scale 3

**Spinal range**

5-7

**Responsible to:**

Line manager who is a member of the Leadership Team

**Hours worked:**

36 hours per week, organised as follows:  
6am-2pm or 10am-6pm. These shifts could be alternated.  
When on the early shift the post holder will be responsible for opening the school and for closing when on the late shift.

### **Main scope of the job**

To support the Premises Manager and Leadership Team to ensure that the school buildings, grounds and installations are maintained to the highest possible standards, are fit for purpose and that they are secure and in line with all health and safety requirements.

#### **a) Main duties and general responsibilities**

- Carry out maintenance requests as required and assist the Premises Manager with repairs and maintenance issues.
- Support with general duties such as opening lockers, repairing damaged lockers, removal of graffiti etc.
- Sweep inside and outside hard surface areas as required including the removal of cut grass and leaves.
- Support in dealing with all bursts, leaks, flooding, fires and breakages promptly and safely.
- Receive school deliveries and arrange for the moving of supplies to various parts of the building as appropriate and remove unwanted furniture and equipment appropriately.
- Undertake daily and emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Support with keeping all bins tidy.
- Ensure that the premises are kept free from pests and vermin.
- Replenish cleaning consumables such as toilet paper, soap and hand towels in all areas as required.
- Support with the set-up of all school events as required such as assemblies, inset, exams, parent events, school production etc.
- Be contactable by school radio (or mobile phone) whilst on duty.

## b) Security and Health and Safety

- Support with the of security of the building, grounds and contents including the opening and closing of the school, respond if needed to out of hours emergencies and ensure the safe use of the school site at all times.
- Support with end of the day parent traffic to manage entry and exit of vehicles safely and calmly.
- Advise the Premises Manager on all health and safety matters which require attention, and take/act on advice with actions.
- Take responsibility for own and other's health and safety and implement the Health & Safety Policy at all times.
- Contribute to the reviewing of general and individual risk assessments as required.
- Act as a Fire Officer, keeping training up to date, and support fire practices.
- Support testing the fire alarm system weekly and ensure that all escape routes are kept free from obstructions.
- Ensure access for all emergency services and assist as required.
- Ensure that combustible/dangerous materials and tools are used and stored safely.
- Take all reasonably practicable steps to prevent accidents, e.g. arranging and assisting with the prompt removal of snow and ice, notification and cleaning of wet floors, etc.
- Ensure that appropriate areas are gritted or salted during adverse weather conditions and provide safe access to the school in the event of snow, ice or flooding.

Duties and responsibilities of the post may change over time as requirements and circumstances change. It is expected that the post holder carries out any other duties commensurate with the general level of responsibility of the job.

## Equal Opportunities

Understand and act in accordance with the Equal Opportunities policies of the school with regard to staff, pupils and visitors.



## PREMISES ASSISTANT

### Person Specification

The postholder should have a good general education and be willing to learn.

Personal qualities should include the following:

- The ability to form good working relationships and show patience and tact in dealings with colleagues, young people and their families
- The ability to combine working as a member of the premises team with the ability to work independently and show initiative
- The ability to carry out instructions/complete projects within a reasonable time span
- A passion and pride in this position and all aspects of the school site
- High levels of attendance and punctuality
- Willingness to attend training courses to develop skills and to enhance professional development
- Stamina, resilience and a sense of humour
- A flexible approach to deal with unexpected premises issues
- A calm approach alongside the ability to work under pressure and respond to requests, some of which may not be planned