

JOB DESCRIPTION

DESCRIPTION			
Post Title:	Premises Assistant	Post Holder:	
Salary/Grade:	GS-4	Location:	Kings College Guildford
MAIN PURPOSE OF JOB			
<p>To maintain and improve the school premises in general maintenance, redecoration and refurbishment work to ensure that the teaching facilities, equipment, plant, premises and grounds of the College are maintained at the highest possible state of operational readiness, cleanliness and appearance. The residential Premises Assistant will be expected to take such initiative as may be required to achieve this.</p>			
POSITION IN ORGANISATION			
Name and position of immediate line manager:		Premises Manager	
MAIN ACCOUNTABILITIES			
<p>PREMISES ASSISTANT</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> To undertake a schedule of work on a daily, weekly, termly or annual basis, always being prepared for unexpected or unplanned tasks. To perform these tasks in an efficient and timely manner. <p>Security</p> <ul style="list-style-type: none"> To be jointly responsible for all aspects of the security of the site and its contents including fixtures and fittings, and the operation of the fire and burglar alarms. Maintain security during the day according to the requirements agreed with the Principal. Be vigilant of any strangers on site [checking their identity and directing them to report to the College Reception and report as necessary to a senior member of staff. <p>Lighting and Heating</p> <ul style="list-style-type: none"> To attend to the heating and lighting of the premises including the maintenance and operation of plant and equipment and, in doing, so observe the governors' policies on Health and Safety and on the conservation of energy. <p>Porterage and Post</p> <ul style="list-style-type: none"> To carry out such porterage and post duties as necessary to ensure the smooth running of the College each day. Moving of furniture, paper, equipment, deliveries etc. always adhering to the principles of kinetic handling and with the use of mechanical aids. The setting out of furniture and the preparation of rooms both for use by the College and for lettings. Arranging the delivery of large and bulky items of in-coming post to be delivered to different parts of the College. 			

Cleaning

The bulk of College cleaning will be performed by contract cleaners. The Premises Assistant will:

- Attend to emergencies during the day e.g. floods, spillages, sickness etc.
- Ensure all outside areas are kept free of litter and debris including the College field, gardens, paths and drives and in the vicinity of the perimeter fence.
- Empty external bins on a daily basis and recycling classroom bins on a weekly basis
- Remove internal and external graffiti immediately its existence becomes known.

Handyperson

- To attend to all aspects of maintenance as required when capable of doing so and using the tools and materials provided but always observing good safety rules.
- To take part in appropriate training courses intended to improve handyperson skills.
- To re-glaze windows where it is safe and practicable to do so.
- Within the limits of the competence of the person concerned and the equipment available, to carry out regular and routine cleaning of gutters, gulleys etc.
- To replace fluorescent tubes, bulbs, shades, diffusers, starters etc.
- To undertake a reasonable level of internal decoration following an agreed programme including during College closure periods.
- To undertake straightforward repairs requiring appropriate levels of carpentering, plumbing, minor electrical works or other similar skills.
- To report on and record work carried out, as required.

Grounds Maintenance

The Premises Assistant will assist with tasks relating to Grounds Maintenance, including:

- Monitoring that the contractor maintains the standard dictated by the specification and reporting any deficiencies or tasks that need attention as part of the contract.
- Reporting any tasks that need attention that lie outside the Grounds maintenance contract.
- Liaising with the Physical Education Team over specific subject requirements.
- Maintenance of the 3G pitch

Health and Safety

- Testing the operation of the fire alarm system and ensuring any necessary repairs are carried out.
- Ensuring that escape routes, especially corridors, staircases and exit doors are kept free from obstructions.
- Ensuring that fire-fighting equipment is tested as required and is located in the specified places.
- Ensuring that combustible materials are not stored in such a way as to cause a fire hazard.
- Ensuring that potentially dangerous chemicals or other materials & equipment are used and stored safely.
- Maintaining cleanliness and tidiness around the dustbins and ensuring that rubbish, old furniture or other unwanted items are removed from the site in a timely manner;
- Taking action to prevent or remove infestation of the premises by vermin of any kind.
- Investigating accidents and taking emergency action.
- Carrying out appropriate health & safety checks.

DT TECHNICIAN

- To maintain an orderly and catalogued system of storage of tools and equipment in all Design Technology areas.
- To repair and maintain tools and equipment and ensure expired components are replaced as required.
- To construct materials and teaching aids for use within the Technology department.
- To assist teaching staff with the preparation of materials and lessons.

Availability

- The Premises Assistant must ensure that s/he is on site throughout the period of duty, that his/her whereabouts are known to the Principal and that s/he is easily contactable.
- Be prepared for call out in off-duty periods in the event of emergencies.
- Be prepared to work unsocial hours as necessitated by the needs of the College.
- Be prepared for the working day to be adjusted as necessary in order to promote the efficient operation of the College. This will include contributing to the provision of cover in the event of absence, leave or temporary unfilled vacancies.
- The Premises Assistant must be prepared to work the pattern of hours and shift system necessary to support the Premises Team in achieving the standards required and the needs of the College. Shift systems are kept under review and may, in consultation with the employee, be adjusted according to the needs of the College.
- The Premises Assistant will be willing to co-operate with all reasonable requests to undertake work outside the normal hours of work in order to maintain the effective operation of the Premises service in the event of special events and/or functions, absence, staff turnover or temporary unfilled vacancies.
- The Premises Assistant will record his/her hours of overtime and report them as required to the Senior Premises Assistant to ensure that these hours do not exceed those permissible under the Working Time Directive and/or equivalent statutory regulation.

ADDITIONAL DUTIES AND ACCOUNTABILITIES OF THIS POST

- To adhere to safety regulations.
- To participate in appropriate meetings with colleagues and parents as required.
- To participate in the college Performance Management/Staff Appraisal Scheme.
- To adhere to and promote college policies on equal opportunities and race equality.
- Responsibility to promote and safeguard the welfare of children and young people who you have responsibility for or come in to contact with

Working Time

This is a full time, permanent post for 36 hours per week, 48 weeks per year. Shift patterns by agreement. The post is subject to a probationary period of six months during which suitability for the post will be monitored and performance assessed.

LINE MANAGEMENT

N/A

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Signed by Job Holder: Date:

Signed by Line Manager: Date:

**KINGS COLLEGE:
PERSON SPECIFICATION –**

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> ▪ Good general education 		*
Knowledge, Skills and Understanding	Essential	Desirable
<ul style="list-style-type: none"> ▪ Knowledge of working with tools and machinery 		*
<ul style="list-style-type: none"> ▪ Good IT skills 		*
<ul style="list-style-type: none"> ▪ Good organisation and planning skills 	*	
<ul style="list-style-type: none"> ▪ Ability to work both independently and as an effective part of a team. 	*	
Experience:	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of working with young people in a learning environment 		*
<ul style="list-style-type: none"> ▪ Experience of working in a busy environment 		*
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> ▪ Ability to work with staff at all levels 	*	
<ul style="list-style-type: none"> ▪ Good communication skills 	*	
<ul style="list-style-type: none"> ▪ A flexible and adaptable approach 	*	
<ul style="list-style-type: none"> ▪ A sense of humour and a good sense of well-being 	*	
Safeguarding Children	Essential	Desirable
<ul style="list-style-type: none"> ▪ Committed to safeguarding and promoting the welfare of children and young people (References) 	*	
<ul style="list-style-type: none"> ▪ To be able to undertake an enhanced DBS check 	*	