



JOB DESCRIPTION

Post Title:	Premises Assistant
Salary/Grade:	LPT 4
MAIN PURPOSE OF JOB	
<p>To be responsible to the Premises Manager/Principal for a high level of maintenance of the school site. To provide a caretaking and security service to minimise risks to the health and safety of those using the school site and to limit the possibility of damage to the school premises and loss of property through theft outside of normal school hours. Support the efficient and economic use of the school premises.</p>	
POSITION IN ORGANISATION	
Name and position of immediate line manager:	Premises Manager / Senior Premises Staff member
MAIN ACCOUNTABILITIES	
<p>The main accountabilities are as set out below. The tasks under each accountability serve to indicate the range of duties involved. These are not exhaustive, and it is not intended that every Premises Assistant will undertake the full range of these tasks, depending on the nature and organisation of the school.</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"> • Support the premises team with all aspects of the security of the site and its contents including fixtures and fittings, and the operation of the fire and intruder 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. • Walk around buildings and check premises have not been disturbed, switch on/off lights and electric/gas room heaters as required, check all windows are closed, and check internal doors and lock as required. • Ensure the buildings are locked and unlocked at appropriate times, set and turn off alarm systems. Where appropriate, secure access to the school grounds to prevent trespass and parking of unauthorised vehicles within the premises. 	



Lighting, Heating and Energy

- 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.
- Record meter readings for gas, water and electricity.

Porterage and Post

- 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, cleaning supplies and cleaners

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 daily and recycling classroom bins as needed.
- Remove internal and external graffiti immediately its existence becomes known.
- Check supplies of cleaning materials, personal hygiene products and sundry items, and replace as required.

Site Maintenance

Contribute to maintaining the site in a good state of repair in order to minimise risks to the health and safety of those using the school site and to ensure that activities of the school take place in an environment suited to learning.

- To attend to all aspects of maintenance as required within their competence level using the tools and materials provided but always observing good safety rules.
- To take part in appropriate training courses as required for their role.
- To make safe, and where able, 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, gulley's 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, within competency.
- To report on and record work carried out, as required.



Grounds Maintenance

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

- Assisting in monitoring that contractors maintain 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 using ride on mowers and specialist tools as provided (training will be given).

Health and Safety

- Weekly testing the operation of the fire alarm system and ensuring any necessary minor repairs are carried out in-house or for specialist works, by calling out fire alarm engineers.
- Ensuring that escape routes, especially corridors, staircases and exit doors are kept clean and 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.
- Where required, attending accidents, incidents and taking any necessary emergency action/s.
- Carrying out appropriate health & safety checks.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- In emergencies, initiate the necessary procedures quickly and accurately to the appropriate services, e.g. Police, Fire, Gas and Electricity Board.

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 they are on site throughout the period of duty, that their whereabouts are known to the Principal and that they are easily contactable and using any communication devices provided.
- Be prepared for call out in off-duty periods in the event of emergencies (minimal).
- Be prepared to work unsocial hours as necessitated by the needs of the College (minimal).
- 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 their hours and overtime and report them as required to the Premises Manager 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, 52 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.



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"> Basic DIY and site maintenance skills 	*	
<ul style="list-style-type: none"> Basic understanding of Health and Safety 	*	
<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"> Physical ability to carry out manual handling tasks, ie lifting, climbing and moving of items within the realms of Health & Safety legislation 	*	
<ul style="list-style-type: none"> Effective communication skills 	*	
<ul style="list-style-type: none"> A flexible and adaptable approach, prepared to work some hours outside normal working hours 	*	
Safeguarding Children	Essential	Desirable
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people 	*	
<ul style="list-style-type: none"> To be able to undertake an enhanced DBS check 	*	