

PREMISES ASSISTANT ROLE DESCRIPTION

Job title & Grade	Premises Assistant Grade 3 + shift enhancement
Accountability	Headteacher School Business Leader Facilities Manager (line manager) Groundsman
Hours	Full time 37 hours per week worked over 5 days, Monday to Friday, on rotation. Shifts will include early and late weekly rotations to facilitate opening and closing of the school buildings between the hours of 6am and 9.30pm Monday – Thursday, 6am – 8pm Friday.
Annual Leave	25 days rising to 29 after 5 years' service plus statutory bank holidays.
Probationary Period	6 months from the date of appointment.
Job Purpose	<p>With guidance and instruction from the Facilities Manager, the Premises Assistant works with other members of the site team to ensure that the school site and its facilities are maintained and operational, secure, safe and tidy (including facilities, buildings and grounds).</p> <p>As a keyholder, the Premises Assistant will open and close the buildings according to the shift worked. This includes a requirement for lone working.</p> <p>Dependent upon the shift, the Premises Assistant is also the member of staff on duty during community lettings, the school's out of hours programme.</p>
Additional Duties	<p>The post holder may occasionally be called upon to amend their working pattern and working days according to the operational needs of the school.</p> <p>In the event of an emergency or unplanned occurrence, the post holder may be called upon to be onsite out of hours.</p>
General	The list of duties is not exhaustive and may be subject to other duties commensurate with the role.
Confidentiality	All employees are required to maintain confidentiality regarding any information about finance, students and employees.
Checks	This post is required to undertake a DBS check.
Role Description	This role description is subject to review and change from time to time.
Main Duties	<p>Under the direction of the Facilities Manager, the main duties of the Premises Assistant are as follows:</p> <p><u>General Duties</u></p> <ul style="list-style-type: none"> • Ensure that the school's buildings and facilities are secure when not in use - this includes checking windows are closed, lights are turned off, exits are secure, alarms are set and gates closed. • Assist in setting up the hall for assemblies and special functions such as parent evenings and staff training/meetings. • Assist with deliveries and collection of goods to and from school. • Move furniture and equipment, as required, within the regulations for safe handling. • Litter picking daily, including after break and lunchtimes.

	<ul style="list-style-type: none"> • Assist the Groundsman with grass cutting and general maintenance of the grounds including the planted areas. • Ensure that litter bins are placed in designated positions and emptied daily • Be observant to defects or damage and report these promptly to the Facilities Manager. • In the absence of the Facilities Manager, and within own confidence, skills and knowledge, arrange necessary emergency repairs, if required. • Ensure that all areas of the school are free of graffiti, from debris and ensure that safe and adequate pathways are cleared in snowy or icy conditions. • Communicate politely and professionally with students, parents, governors and visitors to the school. <p><u>Community Lettings</u></p> <ul style="list-style-type: none"> • Facilitate community lettings including setting up equipment if required to, checking facilities prior to and after use and liaising with community group leaders. <p><u>Health And Safety & Maintenance Duties</u></p> <ul style="list-style-type: none"> • Ensure that relevant health and safety knowledge is kept up to date by engaging with training and briefings when provided. • Assist with minor repairs to school equipment or building as requested by the Facilities Manager, giving due consideration to the qualifications, knowledge and skills of the post holder. • Respond to accidental spillages in school or grounds when on duty. • Use general electrical equipment in a safe and proper manner, following all safety precautions including checking for damage to cables and plugs. • Supplement the cleaning of premises, if required. <p><u>Safe Working Practice</u></p> <ul style="list-style-type: none"> • Be aware and follow safe working practices within school. • Seek advice and guidance from senior staff if unsure. <p><u>General Activities</u></p> <ul style="list-style-type: none"> • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Be aware of and support equality of opportunity for all staff and students. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of colleagues. • Attend and participate in relevant meetings, as required. • Participate in training and performance review, as required. • Any other tasks that may reasonably be required to support the smooth operation of the school.
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PERSON SPECIFICATION

POST: Premises Assistant

SCALE: Grade 3

Area	Criteria	Requirement
Skills/Abilities	<ul style="list-style-type: none"> • Flexible regarding working hours and variety of tasks • Thorough approach to work and attention to detail • Good time management and prioritizing skills • Ability to work both as a team member and unsupervised, using own initiative where necessary. • Good understanding of key health and safety issues • Effective communication skills in order to liaise with staff, students, contractors, visitors etc. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential
Qualifications and Training	<ul style="list-style-type: none"> • Current NVQ level 1 or equivalent in English and Maths <u>and</u> experience in relevant discipline/job role • Outline understanding of Health and Safety • Valid current UK (or acceptable other) drivers licence 	<ul style="list-style-type: none"> • Desirable • Desirable • Desirable
Knowledge / Experience	<ul style="list-style-type: none"> • No formal experience necessary – training will be provided • Experience of site activities including dealing with health and safety issues and maintenance tasks 	<ul style="list-style-type: none"> • Desirable • Desirable
Personal qualities	<ul style="list-style-type: none"> • Highly motivated and enthusiastic. • Thorough approach to work and attention to detail. • A 'hands on' approach to work and the ability to be flexible and proactive. • Able to work constructively as part of a team or as an individual. • Able to build and maintain positive working relationships with others. • Able to work methodically, accurately and to deadlines. • Ability to prioritise work, plan ahead and work unsupervised when required. • Show initiative and be self-motivating. • Able to multi-task. • Tolerant/resilience and able to work under pressure. • Calm and responsible. • Confident dealing with students, parents and staff. • Able to maintain confidentiality. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Physical, mental and emotional demands	<ul style="list-style-type: none"> • Ability to work under pressure and deal with competing priorities • Remain calm and focussed in emergency or urgent situations • Demonstrate emotional resilience • Has the physical capability to meet the demands of the role. 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential