

## JOB DESCRIPTION - PREMISES & GROUND SUPPORT

### REPORTS TO: SITE MANAGER

### OVERVIEW:

The post is full time, throughout the year and will be part of the premises team. It is a varied and practical role for 40 hours per week at varying hours as per the shift pattern, standard during shifts during term time are 06.30 to 15.30 and 09.00 to 18.00, 07.00 to 16.00 in school holidays. You will be required to assist with occasional weekend and/or evening work (including out of hours' emergencies). This role includes a wide range of tasks including weekly planned tasks and reactive requests. The premises support must be willing and flexible and prepared to carry out a variety of reasonable tasks including, but not limited to, those outlined below.

### DUTIES & RESPONSIBILITIES:

- Site security - unlocking and morning setup routine & locking and close down routine including being a key holder and responding to out of hours alarms. This will include, on occasion, lettings and out of school hours functions.
- Carry out statutory testing and recording results meticulously including the fire alarm, emergency lights, monthly legionella checks, minibus checks, and playground inspections.
- Premises - maintaining the school buildings and grounds to a high standard, undertaking small repairs, maintenance and decorating, unblocking toilets and cleaning up rare 'accidents'.
- Portering of deliveries, furniture and equipment around the School and preparing rooms for school functions.
- During abnormal weather conditions, assisting with snow and ice clearance, ensuring the site is safe and accessible.
- Assisting with traffic control and parking arrangements daily and for events.
- Contractor monitoring & management e.g. cleaners/utility companies/pest control/sanitary bin staff.
- Garden maintenance including tidying, weeding, planting, watering, pruning etc. using strimmers, leaf blowers, cultivators, hedge trimmers etc. Pitch maintenance and line marking.
- On occasion, be available to cover Minibus Driver duties (early mornings and/or evenings)

### SKILLS & ATTRIBUTES:

- Good practical maintenance skills.
- A knowledge of H&S compliance and excellent record keeping skills.
- Work to a high standard whilst under pressure to meet deadlines and budgets.
- Well organised and flexible.
- Excellent communication skills, friendly and professional approach to all stakeholders (pupils, parents and colleagues).
- Tact, sense of humour, ability to work well within a small team but also to work on their own initiative.
- A desire to impress and take pride in their work and the work environment/school site.
- Willingness to undertake training and development.
- To meet the insurance and license requirements for minibus driving the operative must be aged 24 or over, hold a clean full UK driving license and have a minimum of 2 years driving experience; D1 qualification desirable but not essential.
- Previous experience of working in a school environment, or similar, would be beneficial.
- A commitment to the welfare and safeguarding of children.

**SALARY & BENEFITS:**

- Salary will be competitive and subject to experience.
- Holiday entitlement of 30 days per annum plus bank holidays, including 3 days leave to cover the period surrounding the Christmas and New Year shutdown.
- Lunch, refreshments and uniform are provided free of charge during term time.

Post is subject to suitable Disclosure and Barring Service check, health questionnaire return and references.