

## **JOB DESCRIPTION - PREMISES ASSISTANT**

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**REPORTS TO: BURSAR AND, DAY-TO-DAY, THE PREMISES MANAGER**

### **OVERVIEW:**

This is a hands-on role in maintaining the school estate; supporting the day-to-day operational needs of the school community and ensuring that the facilities are presented and maintained to the highest standard. Working closely with, and assisting, the Premises Manager and Grounds Person, the Premises Assistant is responsible for carrying out a range of practical tasks including: locking up the school site; setting up for events; moving furniture and equipment; completing maintenance tasks; supporting planned preventative maintenance; and assisting with health & safety routines - such as fire alarm testing. The postholder will also respond to maintenance tickets across the site and will be expected to take a proactive, professional and safety-conscious approach at all times.

The post is full time, throughout the year and the appointed person will be a member of the Premises Team. This is a varied and practical role, the standard shift during term time is 09.00 to 18.00 and 07.30 to 16.00 in school holidays. You will be required to assist with occasional weekend and/or evening work.

### **DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below.

- Site security - unlocking/locking routine including being a key holder. This will include, on occasion, lettings and out of school hours functions.
- Set up facilities by moving furniture and equipment to support school operations, events and facility hire.
- Carry out general maintenance tasks and support basic repairs.
- Carry out planned preventative maintenance in line with the schedule.
- Perform regular compliance/health & safety checks, including fire alarms, legionella, vehicles, playgrounds etc. conscientiously and to a consistently high standard.
- Drive vehicles and equipment (including tractor and minibuses), training will be given.
- During extreme 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.
- Assisting with maintaining the school buildings and grounds to a high standard, undertaking small repairs, maintenance, occasionally unblocking toilets and cleaning up rare 'accidents'.
- Porterage of deliveries, furniture and equipment around the school.
- Help ensure all visitors/contractors follow correct visitor procedures and escorting as necessary.
- Contribute to the school's objectives in achieving good value for money in maintenance and running of the buildings and site.
- Support and contribute to the school's sustainability ambitions and targets.
- Understand and support the safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of the Safeguarding Team, and attend regular training as required.

## QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Work to a high standard and stay calm whilst under pressure to meet deadlines and budgets.
- A desire to impress and take pride in the presentation of the school site.
- General maintenance and repair skills.
- Well organised and flexible.
- Able and willing to work outdoors in all weather conditions.
- Ability to undertake physically demanding tasks as part of a manual workload.
- Excellent communication skills, friendly and professional approach to all stakeholders (pupils, parents and colleagues).
- Tact, sense of humour, good team player, ability to take direction but also to work on their own initiative.
- Any relevant qualifications/tickets (desirable not essential).
- Previous experience of working in a school environment, or similar, would be beneficial.
- Driving licence (D1 desirable).
- Knowledge and understanding of health & safety guidelines.
- Basic IT skills including a working knowledge of Microsoft Office, including Outlook.
- Willingness to undergo first aid training.
- A commitment to the welfare and safeguarding of children.

Professional development opportunities are available and encouraged.

## SALARY AND BENEFITS

- Salary will be competitive and subject to experience and qualifications.
- Generous holiday entitlement of 30 days per annum plus bank holidays.
- Lunch and refreshments are provided free of charge during term time.
- Branded polo, sweatshirt, fleece and coat provided.
- Onsite parking.
- Life assurance.

Post is subject to suitable Disclosure and Barring Service check, health questionnaire and references. All applicants must be committed to the safeguarding and protection of children.