PREMISES ASSISTANT
JOB DESCRIPTION

Job title, JE code & grade	Premises Assistant CT1 Grade 3
Reporting & Communication	**Facilities Manager** School Business Leader Headteacher
Hours	• Part-time 20.5 hours per week worked over 3 days, Wednesday - Thursday and Saturday. • Working hours will include early and late working patterns to facilitate opening and closing of the school buildings. • Working hours: Wednesday 3pm – 9.30pm, Thursday, 3pm – 9.30pm and Saturday 8am – 5pm. • Enhancement paid for hours worked after 8pm (time and a third) and Saturday (time and a half).
Annual Leave	• 25 days rising to 29 days after 5 years' service • Bank Holidays
Job Purpose	• With guidance and instruction from the Facilities Manager, the Premises Assistant works as part 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). • As a keyholder, the Premises Assistant will open and close the school buildings. • There will be a requirement for lone working.
Additional Duties	• The post holder may occasionally be called upon to amend their working pattern and working days according to the operational needs of the school. This could include providing relief cover for colleagues due to annual leave or sickness, for specific events and community lettings. • In the rare event of an emergency or unplanned occurrence, the post holder may be called upon to be onsite out of hours.
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	Under the direction of the Facilities Manager, the main duties of the Premises Assistant are as follows: **General Duties** • Ensure that the school's buildings and facilities are open and prepared for staff and students arriving.

- Ensure that the buildings are suitably secure when not in use - this will include checking windows are closed, all exits are locked and gates secure.
- Set up the hall with furniture for assemblies, exams, events/activities etc.
- Take deliveries and collection of goods to and from school.
- Move furniture and equipment, as required, within the regulations for safe handling.
- Greet contractors and accompany them onsite, when requested by the Facilities Manager.
- Litter picking.
- Assist with grass cutting and general maintenance of the grounds including the planted areas.
- Check 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 competence, 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, including contractors.

Health And Safety & Maintenance Duties

- Ensure that relevant health and safety knowledge is kept up to date by engaging with training and briefings when provided.
- Assist with minor repairs and compliance checks 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.

Community Lettings

- Support delivery of the school's community lettings programme, ensuring facilities are available, safe and appropriately prepared for hirers.
- Undertake pre-use and post-use inspections of hired areas, ensuring hired spaces are presented to the required standard and left clean, secure and free from damage following use.
- Act as the on-site point of contact for community users, providing assistance and resolving routine issues as they arise.
- Open, close and secure buildings and external sports facilities in accordance with agreed lettings schedules, site security procedures and health and safety requirements.
- Monitor community use of school facilities to ensure compliance with site rules, safeguarding requirements and terms of hire, escalating concerns where appropriate.
- Report defects, damage, accidents, security issues or safeguarding concerns arising from lettings activities to the Facilities Manager.
- Assist with the setting up and clearing away of rooms, equipment and furniture required for community lettings and events.
- Promote positive relationships with hirers and visitors, providing a professional and welcoming service that supports community engagement with the school.

Cleaning

- Use the scrubber dryer to clean the main hall and sports hall floors (depending upon working pattern).
- Assist with cleaning duties within designated areas of the school, if required, to support operational needs.

Safe Working Practice

- Be aware and follow safe working practices within school.
- Seek advice and guidance from senior staff if unsure.

	General Activities • 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.

PERSON SPECIFICATION

POST: **Premises Assistant**

SCALE: **Grade 3**

Area	Criteria	Requirement
Skills/Abilities	• 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. • Ability to communicate confidently and professionally with members of the public, community users and visitors. • Ability to provide a high standard of customer service whilst maintaining site security and compliance requirements.	• Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Qualifications and Training	• Current NVQ level 1 or equivalent in English and Maths and experience in relevant disciple/job role • Outline understanding of Health and Safety • Valid current UK (or acceptable other) drivers licence	• Desirable • Desirable • Desirable
Knowledge / Experience	• No formal experience necessary – training will be provided • Experience of site activities including dealing with health and safety issues and maintenance tasks	• Desirable • Desirable
Personal qualities	• 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.	• Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Physical, mental and emotional demands	• 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.	• Essential • Essential • Essential • Essential