



**Job Title:** Premises Site Assistant

**Responsible to:** Business Manager

**Grade:** Scale 5 Spinal Point 12 - 15

**Salary:** £31,716 - £33,204

**Working Hours:** 35hrs per week on a split shift inc. some weekends as overtime  
7 hours per day  
7:00am – 10:30am & 2:45pm – 6:15pm

### **Purpose of Job**

To assist in the provision of a comprehensive school-site premises service to the standards laid down by the Governing Body and LA, to maintain a healthy and safe environment for all those who work at or visit the school.

### **Main Accountabilities**

Site Security - As a key holder for the site and in collaboration with other premises staff to:

- Ensure that the security of the site is maintained at all times
- Respond to any security breaches and to advise the Business Manager and/or other appropriate authorities (e.g. the Police), where any security breaches occur
- Make recommendations for improvement where necessary and to support the implementation of those improvements when approved.

### **Maintenance:**

To assist in the general upkeep and maintenance of all buildings, grounds, equipment, plant, fixtures and fittings within the school in liaison with the Business Manager

To carry out minor maintenance work (as requested, including painting, decorating and minor carpentry and repairs)

To assist in the management of outside contractual work.

To assist in the safe operation of all mechanical, electrical and other potentially hazardous equipment, fixtures, substances and materials on the site

### **Day to day (across the Federation)**

- To monitor the cleanliness and maintenance of the school site and to take remedial action where necessary.
- To undertake cleaning duties when required including toilets.
- To provide for the portage of furniture and deliveries within the school
- To provide assistance with the setting up of rooms and stage equipment etc. as requested
- To take delivery of supplies and services provided to the site
- To deliver or collect small items in the locality for the school where necessary Oversee the access control points at the school and children's center
- To supervise lettings as appropriate, ensuring that the school's facilities are not abused and are left in an appropriate state of cleanliness at the end of the letting period
- To carry out banking of all money received by the school and its users; To drive vehicles as required by the Management of the school

### **Health and Safety**

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safety systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Reporting any breaches of Health & Safety to the Business Manager.

### **Accountability:**

- To keep appropriate records in all of the areas of accountability set out in this job description
- To use IT systems as appropriate for these purposes
- To embrace the Council's equal opportunities policies fully and to work actively to overcome and to prevent discrimination on grounds of race, gender disability, sexual orientation or status in any part of the Council's services
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations
- To carry out other such premises related duties as may be required from time to time to meet the needs of the service at the discretion of the Business Manager

### **Data Protection:**

When working with computerised systems to always be completely aware of responsibilities under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

## Person Specification

### Premises Site Assistant

#### Knowledge & Skills

1. Literate and numerate to a sufficient standard to perform the duties listed in the job description
2. To hold a driving license
3. Knowledge and experience of working in a school or similar situation
4. Knowledge of current Human Resources policies and procedures
5. Knowledge of Health & Safety procedures and legislation
6. Knowledge of current good practice relevant to requirements of the job description
7. First Aid qualification

#### Abilities

8. Ability to communicate effectively both orally and in writing
9. Ability to foresee future needs and to plan ahead
10. Ability to work as part of a team
11. Ability to assess situations and priorities responses
12. Ability to identify and carry out minor repair work

#### Attitudes

13. A commitment & willingness to embrace the Council & School's Equal opportunities policies
14. A positive attitude towards making improvements to the school environment for all users
15. Flexibility & use of initiative to deal with unforeseen circumstances and the changing needs of the school
16. A good sense of humour

#### Experience

17. At least 2 years' experience in a premises role.
18. Experience of working around children/young persons.
19. Evidence of a willingness to undertake training to further develop skills related to the post

#### Safeguarding

***Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.***