

JOB DESCRIPTION

Title: Premises Support Assistant

Grade: Scale 2

Hours: 17.5 hours per week, 52 weeks per year FIXED TERM CONTRACT

Responsible to: Premises Support Lead & School Business Manager

JOB PURPOSE

We are seeking a reliable and enthusiastic Premises Support Assistant to join our team. This is an **entry-level position** with full training and ongoing support provided. This is an ideal opportunity for someone looking to gain experience in premises management, site safety, and general maintenance.

MAIN DUTIES AND RESPONSIBILITIES

The normal duties of the postholder will include the following:

1. Security

To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows.
To alert the Premises Support Lead to any risk to a breach of security.
To patrol the site to check for hazards, damages and intruders.

2. Lighting and Heating

To ensure that lighting is kept in good working order.
To replace defective/inoperative light bulbs and tubes as appropriate.
To report to the a Premises Support Lead any need for repair work or alteration to electrical systems as appropriate.
To undertake any training necessary to be able to continue to operate the computer-controlled boiler system, in the absence of the, Premises Support Lead where appropriate.

3. Site Management Tasks

To assist the t Premises Support Lead to carry out such minor maintenance work and repairs that do not require the employment of a contractor.
To liaise with the Premises Support Lead on a regular basis regarding caretaking requirements and duties/problems/developments in the school.

4. Cleaning

To undertake such cleaning tasks as required, for example toilets.
Whilst on duty, to liaise with any cleaners to generally oversee the standard of cleaning throughout the buildings, as necessary, to maintain standards. To keep the Premises Support Lead informed if cleaning standards have not been achieved.
To remove graffiti as required.

To notify the Premises Support Lead if stocks of cleaning and allied materials required by the school, are running low.

To restock towels, soap and toilet paper in toilets, washrooms, classrooms with sinks, etc.

To be responsible, within reason, for the removal of simple toilet blockages.

5. Porterage

To assist in ensuring an efficient porterage service, to include the receipt, transporting and storage of goods that have been delivered to the site and the movement of all furniture and equipment.

To undertake any other lifting tasks required by the school. Where necessary, to arrange for the disposal of redundant furniture and equipment as directed in accordance with Borough procedures.

6. Site

To ensure that playgrounds, paths and driveways are in a satisfactory condition.

Snow clearing and salting as required.

Deal with the results of vandalism, advising the Premises Support Lead on any necessary preventative measures or repair work.

Remove graffiti where possible from all areas, windows and other surfaces as required.

Clean floors and/or furnishings after any sickness has occurred during the postholder's active-duty period.

General supervision of the playgrounds and open areas surrounding the premises.

7. Lettings

To cover lettings of school premises as appropriate whilst on duty, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

8. Contractors

In the absence of the Premises Support Lead, to assist Contractors with any general queries.

To assist the Premises Support Lead on the supervision of premises whilst contractors are on site during active-duty hours, including opening and closing of the school and, within reason, report any damage made to the fabric of the building, furniture or fittings.

9. Training

To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner.

10. Health and Safety

To ensure caretaking duties are undertaken in accordance with Health and Safety legislation and to wear protective clothing as required.

11. General

To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.

12. To undertake any other broadly similar duties as may be allocated from time to time.

ASSISTANT CARETAKER

Person Specification

Essential Desirable Qualifications

Able to carry out basic caretaking/handyperson duties.
Experience of working as part of a team.
Knowledge of using cleaning equipment e.g.: polishers etc:

Skills/Abilities/Knowledge

To deal on a credible level with contractors.
Knowledge of Health and Safety Regulations.
To positively project the image of the school and to be involved in, some fundraising activities.
To work on own initiative.

Commitment to the security and well-being of the school. Some administration skills.

Personal Qualities

To get on well with colleagues, children and the public.

An interest in self-development.

Flexible approach.

Observant.

Understanding of a commitment to equal opportunities.

Good inter-personal skills and the ability to work in a team at all levels.

Physical

The ability to meet the physical demands of the post Ability to work at high levels unsupervised.

Ability for some heavy lifting.

Job Requirements

Prepared to work some evenings/weekends if required.

Prepared to work longer hours to cover Site Managers annual holidays

Equal Opportunities

An understanding of and a willingness to promote equal opportunities