

JOB DESCRIPTION

Post Title:	Premises Assistant
Location:	The Bridge Easton
Salary:	£20,160.06 per annum pro rata (£22,366 per annum (FTE))
Contract:	Permanent – Full time (35 hours a week); Term Time only + 10 days (47 weeks per year)
Responsible to:	Headteacher, Estates and facilities Manager and assistant Estates and Facilities Manager.
Responsible for:	School site

Duties and responsibilities:

Management and Supervision

The postholder has an important role and will be working in conjunction with the Site Manager
Responsibilities include but are not limited to:

- To carry out routine inspections and repairs of the School buildings, equipment and external environment, including annual, monthly, weekly and daily inspections.
- Investigate reported site issues, provide possible solutions and initiate repair / maintenance, discussing with the Headteacher / EFM if appropriate.
- Inspect internal and external fabric of the school including equipment and report and/or repair defects as appropriate.
- Manage, supervise and monitor any facility or building contractors undertaking work on the school's premises. Ensure that any issues with contractors are promptly followed up.
- Plan and manage all requests for works and preparations for school events such as assemblies, meetings, workshops and INSET. Respond in a timely and efficient manner to all helpdesk requests via the Parago asset management system. Updating the system for all fixed asset additions.
- To organise cleaning materials and equipment orders and ensure their correct maintenance and storage.
- To ensure compliance checks are completed in a timely manner and are recorded on the Parago system.
- Set up hall for lunch by putting tables out and clearing them away, set up for parents evenings and other school functions.
- Grounds maintenance as required, including trimming and weeding, litter picking.

Security and Health and Safety

- To carry out and record the necessary water risk assessment checks, and coordinate up to date surveys.
- Ensure that any repairs are carried out in a timely way, report any defects.
- Conduct weekly inspections of internal and external play equipment, carrying out any repairs to ensure that it is safe for children to use.
- Ensure that health and safety regulations are complied with, regularly reviewing the school's procedures and ensuring that they are compliant.
- Take responsibility for own and other's health and safety.
- Manage the safe closing of school to include all appropriate gates, windows, doors and fire escapes

for the purpose of school use, cleaning, maintenance, emergency services.

- Have joint responsibility for weekly checking of the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. Record all weekly checks of fire alarms, call points, fire doors, fire extinguishers and emergency lighting.
- Liaise as necessary with emergency services including the calling of the services as appropriate.
- General site supervision, including daily inspection of the site to ensure prevention of trespass, in conjunction with the Headteacher, ensuring the safe use of the school site at all times.

Other General Duties

- Ensure prompt cleaning of sickness, and spillage's.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergency breakages are dealt with promptly and safely as appropriate.
- Ensure access, assist and secure premises for all emergency services as necessary.
- Receive school deliveries and move supplies to various parts of the building as appropriate. Remove furniture and equipment in accordance with the school's procedures.
- To manage and operate the heating and ventilation systems, ensuring that they are maintained to the correct standard including setting and checking automated systems and time clocks.
- Liaise with heating and energy management contractors to maintain systems.
- To take energy readings on a monthly basis.
- To ensure lighting is kept in good working order and arrange replacements as necessary.
- Undertake emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations.
- Ensure that the school and its external grounds are kept clean throughout the day, ensure general tidiness of all external areas including emptying litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- To ensure that appropriate areas are gritted or salted during adverse weather conditions and provide safe access to the school in the event of snow, ice or flooding.
- Check, order and replenish cleaning consumables including toilet paper, soap and hand towels in all the toilets, staffroom and other areas as required.
- Maintain stock levels as required, order and receive supplies within agreed budget in consultation with the Site Manager.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- Maintain an up-to-date list of all hazardous substances and where they are located. A copy to be kept in school office in case of emergency.
- Maintain an overview of the installed electrical distribution units and which parts of the school they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys.
- Whilst on duty remain contactable by school radio.
- To maintain manual and computerised logs of work undertaken, records and information as necessary.
- To maintain the school's equipment and plant inventory.
- The postholder will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school..

Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.

- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all Academy premises and those where Academy services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

PERSON SPECIFICATION

Qualifications and Training
<p>Essential</p> <ul style="list-style-type: none"> • GCSE'S grade A-C including maths and English or equivalent <p>Desirable</p> <ul style="list-style-type: none"> • Level 1 Safeguarding / Awareness of keeping children safe
Experience
<p>Essential</p> <ul style="list-style-type: none"> • Experience of cleaning, caretaking and maintenance activities • Previous experience in building, maintenance or groundworks role. • Some DIY experience. • Experience of working in a team and working with contractors <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in a school is desirable
Skills and Abilities
<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • The ability to combine working as a member of the premises team with the ability to work independently and show initiative. • Basic DIY skills • Ability to plan, organise and prioritise • The ability to form good working relationships and show patience and tact in dealings with colleagues, young people and the public.

Knowledge and Understanding**Essential**

- Understanding of health and wellbeing, safety and child protection
- Awareness of data protection and confidentiality
- Good knowledge of ICT systems (E mail, word processing, spreadsheets)
- Understanding of the School ethos and values
- Effective oral and written communication skills
- Awareness of Control of Substances Hazardous to Health (COSHH)
- Awareness of Health and Safety at Work
- Manual Handling
- Minor DIY repairs and maintenance

Personal Qualities and Commitment

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively
- Able to work flexibly and out of school hours as required
- The ability to carry out instructions/complete projects within a reasonable time span.
- It is essential to be punctual and a good timekeeper as the opening and closing of the site is the post holder's responsibility.
- Willingness to attend training courses to develop skills and to enhance professional development