

**CHESTERTON PRIMARY SCHOOL
AND CENTRE FOR CHILDREN AND FAMILIES
JOB DESCRIPTION**

POST	Premises Assistant
GRADE	Scale 3 SCP 14-17 (£21,189- £22,083) per annum
EMPLOYMENT STATUS	Full Time – All Year Round
RESPONSIBLE TO	School Business Manager

Purpose of the Job

We are looking to appoint an enthusiastic and motivated Premises Assistant to work as part of our friendly team. You will need to be trustworthy, flexible, take pride in your work and be able to work with all members of the school community. The successful candidate will work under the direction of the School Business Manager with responsibilities for caretaking of the school site to ensure safety, security and sound condition of the buildings, facilities and grounds. Occasional out of hours and weekend work will be required.

Main Activities and Responsibilities

To perform duties which deliver a high quality and effective day-to-day operation and maintenance of the fabric, furnishing and equipment of the School and the Centre for Children and Families, ensuring high standards of service to all users and visitors with special regards to security, health and safety, and effective communication. This will include:

- Under the direction of the School Business Manager and in liaison with LA and contract staff, to assist in all aspects of maintenance for all building, equipment, furnishings, plants, fixtures and fittings in the school generally.
- To assist in the monitoring on a daily basis the standard of cleaning of the school premises including the Centre for Children and Families, keeping a record of sub-standard performance and inadequate delivery of service and liaise with responsible agent. To carry out emergency cleaning duties during the school day, e.g. removal of body fluids, broken glass, flood damage etc. and cleaning of areas for use by outside agencies during the school day. To monitor toilets for blockages and deal with appropriately.
- Under the direction of the School Business Manager to assist in ongoing grounds maintenance, pruning and tending to all areas including rose and bamboo borders and twice yearly interior and exterior window cleaning.
- To move and distribute furniture, equipment and stores as required; assisting in checking, recording and distribution of deliveries.
- Taking steps to keep the premises free from infestation from pests and vermin.
- To transport monies to and from the bank as necessary and take items to the post office as required.
- To assist in carrying out risk assessments including annual audits relating to security, health and safety, general building and grounds conditions, fuel usage and equipment. To make recommendations for improvements, including proactive and preventive measures, and to draw up a schedule of tasks.



- To undertake regular roof inspections and ensure regular cleaning out of gutters and report on state of repairs.
- To carry out minor decoration and maintenance to the building fabric and furnishings with appropriate tools and equipment and further training when necessary.
- To assist in ensuring the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the school in accordance with health and safety legislation. To carry out fire alarm tests weekly and keep records of testing and evacuations.
- To assist in the monitoring of all premises contracts in the delivery of the standards laid down in such contracts to ensure fulfillment of the contracts.
- To maintain accurate stock books and records for maintenance and repairs including contractor details, recording security incidents and authorised visits and to make the information available as required.
- Under the direction of the School Business Manager to be responsible for managing any premises related services determined by the Governors to replace previously contracted services.
- Under the direction of the School Business Manager, with due regard for health and safety legislation, to take all reasonable steps to maximise the health, safety and security of all site users and visitors, to promote awareness of school policies and to implement school key holding policies as determined by the Governors in line with LEA Practice. To be a registered key holder and ensure the security of the premises as delegated by the School Business Manager.
- To attend and participate in relevant meeting as required.
- To participate in training and other learning activities and performance development as required.

To have the appropriate skills to carry a wide range of Minor Repairs

- To include electrical and/or plumbing and/or carpentry skills so to carry out (rather than simply initiate) minor repairs to the fabric and fittings of the building and grounds, in addition to skills of painting and decorating.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

Key Organisational Objectives

The post holder will contribute to the school's objectives in services delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate.
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

General Responsibilities

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.



- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and working together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.
- To contribute to the development and implementation of the overall ethos/work aims of the school and participate in training and other learning activities and performance development as required.

Special Conditions of Service:

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- Because this post allows substantial access to children, candidates are required to undergo an enhanced CRB (Criminal Records Bureau) check.

Date of issue: _____

Signature of Post Holder: _____

Signature of Headteacher: _____

Person Specification

Premises Assistant

	Essential	Desirable
Experience		
<i>Experience of managing site services in a school or similar establishment</i>		A
<i>Experience of building maintenance</i>	A, I	
<i>Experience of site maintenance</i>	A, I	
Skills		
<i>Excellent organisational skills</i>	A	
<i>Electrical and/or plumbing and/or carpentry skills/certificates</i>	A	
<i>Certificate/qualification in plumbing</i>		A
Ability		
<i>Ability to undertake risk assessments</i>	A, I	
<i>Ability to draw up a schedule of tasks</i>	A, I	
<i>Ability to communicate effectively orally and in writing with staff at all levels and outside agencies</i>	A, I	
<i>Ability to direct the work of others as appropriate</i>	A	
<i>Ability to interact in a positive way with primary age children and their families/carers</i>	A, I	
<i>Ability to maintain confidentiality at all times</i>	A, I	
<i>Ability to manage own work load effectively</i>	A, I	
<i>Ability to respond swiftly and effectively to the unexpected</i>	A, I	
Knowledge		
<i>Knowledge of Health and Safety Legislation</i>	A, I	
<i>Knowledge of Equal Opportunities</i>	A, I	