



Job description- Premises Assistant
St. Peter's Elwick and Hart Primary Schools

Job Title: Premises Assistant

Grade: NJC 5-6 Scale [Part time, TTO only plus 3 weeks including PD Days -41 weeks]

16 hours to be worked Monday-Friday (may be required to work additional hours to be worked in the summer holidays or weekends)

Responsible to: The Headteacher

Purpose:

The purpose of the post will be to assist the Headteacher in providing high quality learning environment by:

- a) Being committed to the aims of the school and demonstrating the ability to work with a wide range of people, carrying out a daily cleaning programme to high standards
- b) Being tolerant of children and willing to support them in their learning environment, being mindful of arrangements to protect and safeguard all children.
- c) Being responsible for the maintenance and repair of the school premises and equipment by undertaking the following role

KEY RESPONSIBILITIES:

Role requires working with a team

Role requires attendance at any training courses relevant to the post, ensuring continuing, personal and professional development.

Role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the Trust vision and values.

The Premises Assistant will:

Internal

- Being responsible for the daily inspection of the school premises and to ensure no hazard prohibits the safe use of the building. Any hazards are to be rectified or reported appropriately.
- Reporting to Office Manager/Head Teacher any damage to the school buildings or the need for repairs
- Security of all school premises, including operation of fire and intruder alarms and key holding responsibility .
- Regular checks on Fire alarm system, emergency lights, Dorgards and any other systems when necessary - these will be determined by school policies.



- Checking boilers and heating systems and report faults to the office manager/ Headteacher (including checking heating oil levels at St. Peter's Elwick)
- General security including responding to any alarm activations both out of and during school hours (when available- Paid at an additional rate)
- Dealing with deliveries
- Moving furniture and equipment – which includes setting out hall for school day
- Floor maintenance including the application of floor seals where not covered by contract cleaning specifications
- Carry out day to day minor repairs including general DIY tasks, removal of graffiti, with emphasis being placed on emergency action where safety or security are involved.
- Maintaining up keep of school equipment, rooms and corridors, repairing paintwork, basic plumbing, joinery etc, carrying out any reasonable repairs and maintenance
- Contacting and liaising with external contractors where necessary.
- Preparing school for “active lettings” if relevant
- Meetings with Office Manager/ Headteacher to ensure effective communication
- Asbestos Management during hours of work including annual checks
- Maintaining up to date e-learning training to ensure compliant and school maintains statutory requirements
- Responsible for cleaning designated areas of the school building floor maintenance - maintaining them to the highest standards, working with a cleaning team
- Responsible for cleaning designated toilets in school -maintaining to highest standards
- Responsible for cleaning hall and administration and school corridor, including entrance and maintaining to highest standards
- Responsible for cleaning windows throughout school (internal and external)
- Responsible for moving all waste throughout the school on a daily basis ensuring that where possible waste is recycled

Grounds Maintenance:

- Empty all outside litter bins as required
- Snow cleaning as required – essential pathways within the school site to be kept clear and icy pathways to be gritted
- Ensuring car park access is maintained and the gates are locked at appropriate times.



- Ensuring that guttering is free from debris and leaks.

d) Prioritising and planning by:

- Recording planned tasks targeted for the week and overview ensuring working targets are met
- Regularly reviewing work undertaken and to be undertaken by regular meetings with Senior Management recording any successes / concerns / delays / cost implications
- Undertaking reasonable tasks as required by Senior Management in relation to the buildings and site.

e) Being involved in the School Development Planning process in matters relating to the school premises.

f) Holiday cleaning –

- Painting throughout school
- Thoroughly wash and clean all toilet areas with appropriate equipment
- Wash and polish furniture in designated areas before returning to areas
- Strip, treat, polish hall floor to high standard using appropriate equipment.
- Remove all furniture [where possible] to assist thorough cleaning
- Clean areas thoroughly
- Clean all light fittings using appropriate access equipment
- Cleaning of all paintwork, including windows inside and outside

g) Being responsible during school holidays, when at work in relation to key holding/ site security, boiler checks, painting, minor repairs etc as agreed with Office Manager and Headteacher.

Health and Safety

- Ensure the health and safety policy is implemented at all times.
- Ensure the maximum level of security consistent with the ethos of the academy.
- Ensure safeguarding procedures and monitoring of those on site meets safeguarding requirements

Other

- to carry out duties in accordance with full regard to the Trust policies and procedures
- to undertake such other reasonable duties, that are commensurate with the post, as may be required within the Trust.
- To work across both sites of St. Peter's Elwick and Hart Primary Schools when required (e.g. two person task, sickness cover, etc)

This job description is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time on request by the Headteacher.



This job description may be amended at any time after discussion with you, but in any case will be reviewed before;

Review date _____

Headteacher _____

Premises Assistant _____ Date _____

The postholder must carry out his or her duties with full regard to the Trust's Single Equality Duty, Health and Safety Policy and all other Academy /Trust Policies.

The post holder has common duties and responsibilities in the areas of:-
Health & Safety, General Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Safeguarding.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

Post Holder:

Date:

Headteacher:

Date: