



# Northern Lights

LEARNING TRUST

APPLICATION  
PACK



## PREMISES ASSISTANT

**Permanent position required as soon as possible  
At St. Peter's Elwick Cof E Primary School**

**NJC SCP 5-6**

**£19650-£20044 per annum pro rata salary starting point negotiable  
depending upon experience**

**16 hours per week over 41 weeks of the year (term time plus PD  
Days and 2 weeks in school closure periods)**

**To be worked Monday – Friday (additional hours may be required during school holidays or  
weekends which can be paid overtime or as a possible flexible working option).**

***Are you organised, flexible, enthusiastic and hardworking?***

***Do you thrive working in a busy environment?***

***Would you like to make a difference to children's learning and well-being?***

St. Peter's Elwick C of E Primary School is part of Northern Lights Learning Trust and we are looking to appoint one enthusiastic and reliable Premises Assistant to work in our school, to ensure that the site is safe and well maintained.

Do you :

- Have the skills and knowledge to ensure the school is a safe and clean environment
- Possess excellent organisational and general DIY skills
- Have an understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- have an enthusiasm which would allow you to be supportive of the Trust and schools ethos'

**If so, we would really welcome your application**

**In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.



## Closing Date:

This vacancy will remain open until there is no longer a requirement, therefore please submit your application at your earliest convenience.

Short Listing will take place on - TBC

Interviews will take place on - TBC

## How to apply:

Prospective applicants are encouraged to visit the school - please contact Sharon Collier at [info.elwick@nllt.co.uk](mailto:info.elwick@nllt.co.uk) to arrange an appointment.

Application packs can be downloaded from the school website or alternatively a pack can be requested and obtained from the school office, please e-mail [info.elwick@nllt.co.uk](mailto:info.elwick@nllt.co.uk) to arrange this.

Completed packs must be returned no later than 9am on the closing date.

Only applications received on the trust application form can be accepted under our safer recruitment policy.

Details of the school can be found on the school website <http://www.hartelwickfederation.org.uk>

*Northern Lights Learning Trust is committed to promoting and ensuring the safety of all its pupils and staff and expects everyone to share this commitment. In line with this all appointments are subject to DBS check and satisfactory references.*

**Commented [A1]:** Are you ok having to send every pack out? You could just direct them to website. Benefit of them having to contact you is you know what the interest is like and can target more if needed. I don't think you'll get many but it can be time consuming if you do.

# JOB DESCRIPTION

**POST: Premises Assistant**

**RESPONSIBLE TO: Office Manager/ Executive Head teacher/Head of School**

**SALARY BAND: NJC 5-6 Scale (Part time, TTO only plus 2 weeks including PD Days – 41 weeks**

## **JOB PURPOSE:**

The purpose of the post will be to assist the Executive Headteacher/Head of School 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 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 to be rectified or reported appropriately.
- Reporting to Office Manager/Executive Headteacher/Head of School 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/ Executive Headteacher/ Head of School (including checking heating oil levels).
- 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.
- Asbestos Management during hours of work including annual checks.
- 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:
- Regularly reviewing work undertaken/to be undertaken, by regular meeting with Senior Management, recording any successes/concerns/delays/cost implications.
  - Recording planned tasks targeted for the week and overview ensuring working targets are met.
- e) Being involved in the School Development Planning process in matters relating to the school premises.
- f) Holiday cleaning –
- 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 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 Executive Headteacher/ Head of School.

**PERSON SPECIFICATION**  
**PREMISES ASSISTANT**

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Application</b>	<ul style="list-style-type: none"> <li>Well-presented application form and supporting statement</li> </ul>		Application form
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Literate and numerate</li> <li>H&amp;S qualification or relevant working experience or willing to work towards.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Training certificate</li> <li>Qualifications in building maintenance, e.g. electrical or plumbing qualifications</li> <li>Current valid driving licence and appropriate car insurance for business use</li> </ul>	Application Form, Interview, Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with members of the public</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> <li>Experience of working in a caretaking/cleaning role</li> <li>Keyholding / Site security</li> <li>Experience of liaising with external contractors</li> </ul>	Application form, Interview

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Self-motivation with commitment to punctuality and reliability</li> <li>• Ability to undertake general maintenance tasks within the building particularly painting and decorating</li> <li>• Good oral communication skills</li> <li>• Good co-ordinating and organisational skills</li> <li>• Good interpersonal skills and ability to liaise with various contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in written communication / record-keeping skills</li> </ul>	Application form, Interview, Certificates
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours (e.g. parents evenings, school discos etc.)</li> <li>• Commitment to own continuous personal and professional development</li> <li>• Strong team player, committed to an ethos of continuous improvement</li> <li>• Ability to ensuring that deadlines are met and work is prioritised accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Contactable by telephone out of working hours</li> <li>• Evidence of own continuous personal and professional development</li> </ul>	Application form, Interview, Certificates
<b>Other</b>	<ul style="list-style-type: none"> <li>• Fully supportive references</li> <li>• Disclosure &amp; Barring Service clearance</li> </ul>		References DBS certificate