

**JOB DESCRIPTION AND PERSON SPECIFICATION: PREMISES ASSISTANT**

**BASED AT:** Belleville Primary School**,** working across the school’s two sites

**REPORTS TO:** Premises Manager and Headteacher

**HOURS AND DAYS OF WORK:**  36 hours per week, Monday to Friday. 52 weeks per year. Either 7.30am to 4.30pm or split shift 7:30 – 11:00 am and 2:30 to 6:12pm each day. Extended hours available.

**SALARY RANGE:** Wandsworth Scale 4 spinal points 7-10: £23,629-£24,928

**PURPOSE OF THE ROLE:** To ensure that our school premises are safe, secure, free from hazards, functional, welcoming and comfortable for pupils, staff and visitors.

To work as part of a support team to help the school run smoothly, enabling our teaching and classroom staff to focus on providing a Quality First Education for all our children.

**MAIN DUTIES AND RESPONSIBILITIES**

|  |
| --- |
| **The post holder will (in liaison with and under the guidance of the Premises Manager):** |
| ***Maintenance*** |
| * Assist in ensuring good maintenance of school buildings, grounds and utilities, operating an agreed programme of planned maintenance/decoration work * Undertake daily and regular site checks in order to identify any issues with security, safety, lighting, heating, plumbing, ventilation, decoration etc * Report evidence of major and minor defects in a timely manner, and follow up to ensure any necessary repairs are properly and promptly carried out * Carry out minor repairs and decoration tasks (for example: minor adjustments to doors and windows, replacement of locks, board up windows, general minor carpentry, change tap washers, replace light bulbs and light diffusers, small painting jobs) * Undertake basic cleaning and tidying, to complement the work of the contracted cleaners (for example: washing and putting away crockery, running the dishwasher, keeping corridors tidy, keeping staffrooms, meeting rooms and training rooms tidy and well presented) * Carry out emergency cleaning duties during the school day if required (for example: mopping spillages, removal of body fluids, broken glass, flood damage, etc) * Undertake basic grounds maintenance (for example: some weeding, maintenance of shrubs and flower beds, clearing litter, cleaning minor stains on walls and paving, etc) |
| ***Health and safety*** |
| * Assist in ensuring compliance with health and safety regulations, operating/overseeing an agreed programme of checks and tests, and keeping a record of these, in relation to:   + - Fire alarms (weekly tests), fire equipment and escape routes     - Boiler, heating and ventilation systems, water systems, asbestos, electrical appliances * Take a role in coordinating, overseeing and recording fire drills and evacuations * Take steps to keep the premises free from infestation from pests and vermin * Take proactive action to remove hazards and reduce risks in all areas of the premises |
| ***Security*** |
| * Be a registered key holder * Routinely open up and close the site on school days (and at other times if needed) |
| ***Lettings and contractors*** |
| * Assist in procedures relating to lettings/functions on school premises, ensuring that facilities are provided, used and returned to normal use as agreed, and reporting any issues * Communicate with anyone letting the premises, to make sure all expectations are clear * Monitor the work of the cleaning contractor, reporting issues to the Premises Manager * Supervise approved contractors to carry out larger repair, maintenance and decoration works, ensuring work is carried out safely and to a good standard, and reporting any issues to the Premises Manager (and where necessary, the Headteacher) |
| ***Porterage*** |
| * Use safe manual handling techniques to move furniture, equipment and stores as required * Collect and deliver items (for example: collecting catering orders for events, transporting monies to and from the bank, transporting stock and equipment between school sites) * Ensure daily deliveries are brought in, taken to the right place and stored appropriately (for example school milk, fruit, post) * Desirable not essential: drive the school minibus to transport children, staff and deliveries between sites and venues |
| ***Additional duties*** |
| * Support and operate in accordance with the ethos, aims, and policies of the trust and the school * Be aware of and comply with policies and procedures for Child Protection, Safeguarding, and Health and Safety, and report all concerns immediately to the appropriate person * Support the Premises Manager to report spend against agreed budgets * Complete basic risk assessments * Participate in and contribute to training and meetings as required * Occasionally visit and support other school sites within the trust * Support additional events outside of usual school hours, for example fairs and fundraising events * Set a good example in terms of conduct, appearance, punctuality and attendance * Carry out any other duties commensurate with the post, that the Premises Manager or Headteacher may reasonably ask. |

The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This post is subject to an enhanced DBS with Barred List check.

**PERSON SPECIFICATION: PREMISES ASSISTANT**

**WE ARE LOOKING FOR:**

The right person (who is professional, hard-working, committed, willing, pro-active, flexible and will care for and look after our school and its children, staff and visitors) is more important than previous experience.

You will be supported and guided by our experienced Premises Manager. The trust has established policies and procedures for most aspects of the role – and you will help us to develop these further.

This specification acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Essential characteristics: those without which the candidate would be rejected.

Desirable characteristics: useful for choosing between two good candidates.

|  |  |  |
| --- | --- | --- |
| **We are looking for someone who:** | **Essential** | **Desirable** |
| ***Education/qualifications*** | | |
| Has undertaken training/ holds qualifications in:   * Health and safety * Physical/manual handling, lifting, use of ladders * Fire marshalling, emergency evacuation * First aid * Plumbing, heating, electrical work * General maintenance, painting and decorating, building maintenance * Grounds maintenance, gardening, landscaping * Safeguarding and child protection |  | 🗸 |
| Holds a clean D1 (minibus) driver’s licence |  | 🗸 |
| Is willing to undertake training in any of the above areas | 🗸 |  |
| ***Experience*** | | |
| Has previous experience of:   * Health and safety * Physical/manual handling, lifting and use of ladders * Fire marshalling and dealing with emergencies * First aid * Plumbing, heating, electrical work * General maintenance, painting and decorating, building maintenance * Grounds maintenance, gardening, landscaping * Safeguarding and child protection |  | 🗸 |
| Is willing to gain experience in any of the above areas | 🗸 |  |
| ***Knowledge and Understanding*** | | |
| Understands the need to be sensitive to the needs of children and adults in the school (for example working quietly during lessons; observing confidentiality in line with school policies and procedures) | 🗸 |  |
| Has knowledge of:   * cleaning standards and procedures * emergency and evacuation procedures * health and safety regulations * highway and school bus regulations * security systems and procedures * maintenance of equipment * maintenance of heating, water and ventilation systems |  | 🗸 |
| Is willing to learn about any of the above areas | 🗸 |  |
| ***Skills and abilities*** | | |
| Is competent in basic DIY skills | 🗸 |  |
| Has basic ICT skills | 🗸 |  |
| Has appropriate spoken, listening and written communication skills for the role | 🗸 |  |
| Is able to organise own tasks and time, with minimum supervision | 🗸 |  |
| Is able to cooperate and communicate with line manager, to raise issues or faults, make suggestions and follow directions | 🗸 |  |
| Can deal appropriately, respectfully and professionally with all children, staff, parents/carers, visitors, members of the community, tradespeople and contractors | 🗸 |  |
| ***Personal qualities*** | | |
| Is hard working and motivated | 🗸 |  |
| Has physical fitness appropriate for the tasks required, including some heavy lifting | 🗸 |  |
| Is pro-active | 🗸 |  |
| Has a positive attitude and a flexible, ‘can do’ approach | 🗸 |  |
| Holds high personal standards in appearance, conduct and quality of work | 🗸 |  |
| Is able to undertake all aspects of the role in a safe and responsible manner | 🗸 |  |
| Holds high expectations of pupils and other adults | 🗸 |  |
| Respects and values different experiences and backgrounds | 🗸 |  |
| Is a good communicator | 🗸 |  |
| Works well as part of a team | 🗸 |  |
| Is able to develop positive relationships with all members of the school community | 🗸 |  |
| Has an exemplary record of attendance and punctuality | 🗸 |  |
| Is committed to personal and professional development | 🗸 |  |
| Is reflective, takes feedback on board and learns from experience | 🗸 |  |
| Is able to work some hours on evenings and weekends, and to deal with emergencies arising outside of normal working hours | 🗸 |  |