



Church Langton CE Primary School

A member of Learn Academies Trust

Headteacher: Mr Stephen Roddy

Head of School: Mrs Jennie Edwards

Job Description – Premises Assistant

Post	Apprentice Premises Assistant
Hours of work	37 Hours per week
Scale/Grade	Apprentice hourly rate
Responsible to	Headteacher, Business Manager, Site Manager

PURPOSE OF THE JOB:

To be responsible for undertaking caretaking, handy-person and duties in order to provide a clean, warm and safe environment for uses of the school.

General Responsibilities

- To liaise with Site Manager for the health and safety of the site
- To ensure that the maintenance of the school buildings and environment are effectively undertaken
- To undertake repairs (including toys and play equipment) and DIY project, within agreed competence levels
- To co-operate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities
- To ensure a clean, tidy and well-maintained school environment
- To undertake a safety walk prior to locking up the building each night, including turning off all lights, computers and shutting doors and windows etc

Specifically

- To undertake the day to day maintenance, repair and cleaning of the school
- To assist in ordering and arranging delivery and storage of materials and equipment
- To undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services, operating and machinery
- To ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds. Keeping accurate manual and computerised records where appropriate.
- To monitor work requests on the premise's software. Ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To attend regular meetings with the premises team as appropriate

Health and Safety and Security

- To maintain the site in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and emergency equipment; the safe storage of any potentially harmful materials, testing of all electrical appliances annually
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- To act as a key holder for the school on call-outs
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To test the fire call points, intruder alarms are tested weekly, emergency lighting and water testing every half term and results recorded
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To assist in the locking up of the school during term time on an ad hoc basis and for the unlocking and locking of the school during school closure periods.

General Site Duties

- To take energy readings on a monthly basis
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse (including clinical waste), ensuring toilets checked daily for fresh supply of disposables etc. To undertake emergency cleaning e.g. following spillage, bodily fluids etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- 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
- To manage the provision of a portaging and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To manage the maintenance of all external areas to ensure these are in a clean, tidy and safe condition
- To carry out PAT testing and keep accurate records
- To undertake minor window cleaning as required
- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation
- To undertake such other duties as are required and are commensurate with the level of responsibility of the post holder

Person Specification – Premises Assistant

	<u>Essential</u>	<u>Desirable</u>
Education and Training		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths		√
Health and Safety qualification		√
Professional and Experience		
Knowledge and Skills		
Good oral and written communication skills	√	
Good general awareness of premises and safety issues and ability to identify and respond to potential hazards	√	
Ability to gather information, problem solve and use own initiative	√	
Competent with use of IT and mobile devices, email and standard office applications	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Ability or experience of basic site maintenance	√	
Personal Attributes		
Enthusiastic team player	√	
Ability to work reliably and independently on own initiative	√	
Track record of being thorough and attention to detail	√	
Ability to work positively and flexibly with colleagues, children, external stakeholders and others	√	
Flexible and adaptable	√	
Have a positive can-do attitude, energy and commitment, and able to provide high standards of customer service	√	
Passionate and committed to the development of students	√	
Good time management	√	
Holder of Full UK Driving License		√
The ability to form and maintain appropriate relationships and personal boundaries with children in line with the Safeguarding and Child Protection Policy and the Staff Code of Conduct	√	
Safeguarding		
Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure		