Job Description

Job Title:	Premises Assistant	**School Name:**	Ivydale Primary School
Grade and Range:	Grade 2 – scp 3- 4	**Hours:**	24 hours per week
		Working Pattern:	All year round
Reports to:	Premises Manager / Facilities Manager / School Business Manager / Headteacher	**Supervises:**	None

Purpose and context:	Assisting other premises / facilities staff in ensuring that all school sites are maintained in a safe, clean and secure condition as required, and assisting in such tasks as may be necessary for effective site management. Deputising for the Premises Officer and assuming full responsibility for the full range of duties in her/his absence.

Principle Accountabilities:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Under the direction of the Premises Officer, ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- Assisting in the supervision of the school cleaning staff, instructing cleaners in the safe operation of equipment/machinery/chemicals, ensuring cleaners are aware of and adhere to health and safety regulations. Alternatively, where appropriate, the Premises Assistant may be required to assist in monitoring the provision of services by an appointed cleaning contractor in accordance with agreed procedures
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti
- Arranging the cleaning of laundry items.

2. Assisting in ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Personally undertaking basic minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism
- In liaison with the Administrative Officer, reporting on, arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work
- Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection is provided as required
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, light bulbs and shades
- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
- Ensuring drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths etc, maintaining adequate stocks of salt and sand
- Preventing unauthorised/unsafe parking on the school site
- Where school is equipped with a swimming pool, ensuring this is maintained in good order and kept clean and safe.

3. Assisting in keeping all grounds and buildings secure, including:

- Acting as a key-holder, routine and non-routine opening
- Liaising with security officers
- Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Locking and unlocking internal and external doors as required, assisting in activating, de-activating and testing automated alarm and bell systems.

4. Assisting in undertaking various porterage, administrative and lettings duties, including:

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required. May be required to transport dinner money float across the school site
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate Maintaining stocks of materials, protective clothing and equipment as required
- Keeping up-to-date records, inventories and forms as required
- Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable
- May be required to control, manage and operate school minibus
- May be required to transport monies to and from the bank, and deliver and collect small items in the locality of the school.

5. Assisting in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
- May undertake the annual check of electrical equipment in the school after appropriate training.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

	▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.

General Statements	▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
To contribute as an effective and collaborative member of the School Team	▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Premises Assistant – Grade 2		School Name:	Ivydale Primary School

		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	▪ Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same). ▪ Knowledge of Health and Safety regulations in relation to the post ▪ Knowledge of the operation of heating, ventilation systems and common causes of malfunctions ▪ ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, Knowledge of the organisation and administration, aims and objectives of the school. ▪ Knowledge of maintenance and security systems and procedures	E E D D	Indicate how skill will be assessed either **a**pplication form, at **i**nterview or **t**ested.
Experience:	▪ Recognised time served in building trade or apprenticeship or appropriate experience ▪ Considerable DIY experience ▪ Experience of undertaking responsibility for the care and maintenance of premises ▪ Considerable relevant experience preferably in a school environment ▪ Experience in building industry	D E D D D	
Aptitudes, skills and competencies:	▪ Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard ▪ Ability for some heavy lifting, physical fitness appropriate to tasks required ▪ Ability to monitor and report on structural faults/repairs ▪ Ability to work evenings and weekends on a regular basis and to deal with emergencies occurring outside normal working hours, following appropriate procedures ▪ Organisational skills to facilitate lettings ▪ Ability to communicate and liaise effectively with persons at all levels and deal with contractors ▪ Ability to organise one's own tasks with minimum supervision and to work to agreed targets ▪ Ability to drive ▪ Ability to undertake annual testing of electrical equipment	E E E E E E E D D	

Special conditions:	▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.	E E E E E E E	