

JOB DESCRIPTION

Job Title:	Premises Assistant	Grade:	Sc3
Reports to:	Headteacher/Premises Officer	Hours	35 hours per /week 43 weeks per year

Reports to: Headteacher

Main Purpose of the job

The Premises Assistant has a vital role to play in the general upkeep of the school premises and grounds, and for providing a safe, secure, clean and warm environment for all children, staff and visitors; carrying out the duties of the post with regard to the council's and school's equal opportunities policies and shared values.

This job description is intended to be comprehensive, but may not be exhaustive.

Working to the direction of the Premises Officer & Headteacher.

The Premises Assistant will be responsible for:

1. Security

1. Opening and locking of school, gates, doors and windows as appropriate.
2. Taking reasonable steps to minimise loss or damage to property and staff.
3. Patrolling site at appropriate intervals.
4. Ensuring that intruders are dealt with adequately in accordance with the School's practice and subject to guidelines on health and safety requirements and where necessary informing the Police.
5. Taking responsibility for fire and intruder alarms and procedures as necessary.
6. Responding to Alarm call outs.
7. Reporting all burglaries to the Headteacher.
8. Ensuring that visitors' and contractors' log book is signed.
9. Ensuring gates and entrances are kept clear and that parking restrictors are in place when appropriate.
10. Dealing with dangerously parked cars outside the school gate e.g. those stopped on zig-zag yellow lines.
11. Ensuring that all valuables are indelibly marked with school name.

2. Maintenance

1. Taking responsibility for the maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture.
2. Carrying out minor repairs and reporting major defects to Headteacher.
3. Using any specific skills or expertise where possible.
4. Engaging in preventative maintenance - especially in order to eliminate potential hazards.
5. Taking responsibility for checks on drains, gullies, toilets etc. taking appropriate action as necessary.
6. Taking responsibility for monitoring contractors on site, including cleaning and ground maintenance, with particular regard to safe working practices and consideration of school community, ensuring safety procedures are adhered to and work completed satisfactorily.
7. Maintaining stock lists of equipment and furniture.
8. Taking responsibility for appropriate notification to exterminate pests and vermin ensuring that such work is carried out while pupils are not on site.
9. Checking and remove all graffiti.

3. Cleaning

1. Playground - sweeping, clearing litter and debris including garden areas. Ensuring that the playground areas are hazard free at all times. Empty all litter bins on a regular basis.
2. Weeding on hard surfaces excluding the use of pesticides except during the school holidays
3. Monitor the work of cleaners and report problems appropriately.
4. Checking for and cleaning up bodily fluids and checking for soiling of toilet areas throughout day subject to guidelines on Health and Safety.
5. Cleaning internal windows throughout from a standing position to arms reach.

4. Porterage

1. Dustbin management - waste removal - including arranging extra collections when necessary.
2. Help all school staff - e.g. assisting with large display mounting, moving sets for productions, moving of classroom and shared area furniture, repairs to classroom/ school equipment.
3. Erecting and putting away outdoor nursery and reception equipment.
4. Within capabilities remove and store furniture in available storage facilities.
5. Moving equipment, resources and furniture including dining tables and chairs where necessary.

5. Heating, Ventilation and Plant

1. Gas, electricity and water meter readings.
2. Dealing with faults and defects including checking and replacing fuses as necessary up to 30 Amps.
3. Checking and replace lamps, tubes etc. in light fittings.
4. Replacing fire alarm glasses if appropriate.
5. Testing fire alarm and other alarms regularly.
6. Daily inspection of boiler dials.
7. Reporting faults to Headteacher.

6. Safety

1. Maintaining a safe and healthy environment referring all hazards to the Headteacher.
2. Having knowledge of use and maintenance of fire precautions and equipment.
3. Clearing ice and snow, putting down salt to give access to the site.
4. Checking safety doors are secured against unauthorised entry where appropriate.

7. General Duties

1. Deliveries of stock, supplies etc. to correct storage sites.
2. Any other duties and requests consistent with the overall purpose of the job as required by the Headteacher or the Headteacher.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar nature that is not specified in this job description.

Staff are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation, may be changed by the Management to reflect the changing needs of the school. Job descriptions will be commensurate with the salary and job title.

PERSON SPECIFICATION

JOB TITLE: Premises Assistant GRADE: SC3

SCHOOL: Kilmorie Primary School REPORTS TO: Premises Officer/Head Teacher

Note to Candidates:

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of short listing.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

EQUAL OPPORTUNITIES:

Commitment to implement the School's Equal Opportunity Policy.	S
Awareness of Equal Opportunities and diversity issues particularly in relation to children.	S

KNOWLEDGE/SKILLS (Essential Requirements):

Experience of providing a safe and secure environment	S
Good ICT skills.	
Ability to carry out manual tasks/ minor repairs/ decorating / erection of flat-pack \and other furniture, etc	S
Ability to write risk assessments and maintain careful records.	S
Ability to manage the upkeep of the school buildings	S
Full knowledge of relevant health & safety guidelines/codes of practice and awareness of relevant legislation	S
Good communication skills	S
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	