

Premises Assistant Job Description

Reports to: SBM, Headteacher

Main Purpose of the Role

The Premises Assistant is responsible for:

Maintaining clean, safe and secure school premises, which includes buildings and grounds.

Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portering, and minor repairs.

Promoting health and safety around the school.

Key Responsibilities and Duties

Daily visual checks of property inspecting all appropriate areas

Check all services areas are in working order e.g. heating, lighting, water

Control stock of consumable items i.e.: cleaning and maintenance stock

Ensure that planned preventative maintenance is completed as and when needed

Set up and put away dining tables at lunch time

Set up hall for assemblies

Carry out portering duties, such as moving furniture and equipment around the school.

Carry out small repairs and DIY projects.

Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager.

Cleaning

Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.

Ensure outside areas are kept neat and tidy

Carry out emergency cleaning duties, such as gritting and cleaning up spillages.

Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels.

Security

Maintain the security of the school premises

Lock and unlock the premises when required, including out of school hours when necessary.

Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.

Set security alarm systems when required, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.

Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.

Advise the Headteacher on all matters relating to school security and safety.

Health and Safety

Ensure a safe working and learning environment in accordance with relevant legislation.

Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager.

Ensure safe access to the School particularly in adverse weather conditions (clearing snow, gritting)

Make sure all members of the team follow health and safety procedures.

Monitor the work of contractors, ensuring safe working practice and quality of work.

Responsibilities

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.

Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communication with all staff and other agencies/professionals.

Recognise own strengths and areas of expertise and use these to advise and support others.

Participate in training and other learning activities and performance development as required.

Ensure that cleaning staff carry out their duties professionally and effectively.

Safeguarding

Safeguarding and promoting the welfare of children is the responsibility of all staff.

The postholder must adhere to all school safeguarding and child protection policies and procedures.

Maintain up-to-date knowledge of statutory safeguarding guidance, including Keeping Children Safe in Education.

Report any safeguarding concerns promptly in line with school procedures and work in partnership with the Designated Safeguarding Lead (DSL).

Promote a safe and secure learning environment at all times.

General

Maintain confidentiality in relation to pupils, families, and staff.

Undertake duties appropriate to the grade of the post as reasonably required by the SBM, Headteacher or SLT.

Additional Information

This job description is not exhaustive and may be amended in line with the evolving needs of the school. The postholder will be expected to undertake any other duties commensurate with the role, as directed by the SBM, Headteacher or SLT.