

## **JOB DESCRIPTION**

**Title: Premises Assistant**

**Grade: Scale 3**

**Reports to: Premises Manager**

### **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 Manager.

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 Premises Manager.
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 Premises Manager.
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. Taking responsibility for appropriate notification to exterminate pests and vermin ensuring that such work is carried out while pupils are not on site and reporting to the Premises Manager.
8. 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. Checking for and cleaning up bodily fluids and checking for soiling of toilet areas throughout day subject to guidelines on Health and Safety.
- 4.. 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, under the supervision of the Premises Manager.
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. Daily inspection of boiler dials, under the supervision of the Premises Manager.
6. Reporting faults to the Premises Manager.

### **6. Safety**

1. Maintaining a safe and healthy environment referring all hazards to the Premises Manager.
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. Banking any monies, as and when required.
2. Deliveries of stock, supplies etc. to correct storage sites.
3. Any other duties and requests consistent with the overall purpose of the job as required by the Premises Manager 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.

Signed:

Date: