



Job description

NAME:	
POST TITLE:	Premises Assistant
PAY SCALE:	Scale 4 – 52 weeks per year, 25 hours per week (split shift)
PURPOSE OF THE JOB:	To distribute fruit and milk throughout the school To assist in the cleaning, general maintenance and upkeep of the school. To ensure that hygiene products are appropriately distributed. To open and lock up every day.
RESPONSIBLE TO:	Premises Manager

Specifically:
• To check off fruit and milk orders and distribute according to need around the school • Ensure that rooms are appropriately stocked with hygiene items such as toilet rolls, soap, hand towels etc • Clearing up bodily fluids e.g. vomit, from floors or furniture as needed • Undertake gardening tasks around the school site • Assist in ensuring that the school site is safe, such as clearing pathways covered in snow or removing animal excrement • Unlock school gates at the beginning and end of the school day • Ensure that the playground is swept clear of leaves, litter and other debris • To assist the Premises Manager in his/her recognised duties in respect of security of premises, heating and lighting, cleaning and portage. This may include assisting the Premises Manager with 'handyman' tasks including painting. • Be contactable on site in working hours via a work walkie talkie. • To report to the Premises Manager or Headteacher matters that are likely to affect their work or any repairs or maintenance work required • To be aware of and adhere to all Council procedures on health and safety • To attend all essential Health and safety training courses • To cover annual leave for the Premises Manager • To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. Other: Assisting with any other duties of a similar level of responsibility as required by the Headteacher.