

Job Description

Post Title:	Premises Assistant	Post No:	JD48
Department:	Education	Grade:	BEX05
Responsible to:	Head Teacher/School Business Manager		
Responsible for:	No line management		
Functional links with:	Premises Manager, Office Staff, Cleaners, and Contractors		

Main purpose of the job:

- Ensure that the premises & grounds are safe, warm, clean and properly maintained
- Movement of heavy goods

Major Duties and Responsibilities:

1. Security responsibilities include emergency, security, fire and safety procedures; locking and unlocking and ensuring locks in good order; setting alarm systems and reporting defects
2. Cleaning responsibilities include ordering cleaning materials, clearing of paths, drains, gullies etc. and salting frozen paths, as well as general cleaning as required.
3. Heating responsibilities include the operation and routine maintenance and cleaning of the heating plant and adjacent areas
4. Porterage duties include taking delivery and distributing supplies, moving furniture and equipment, movement of school laundry and milk
5. Maintenance duties include general handyperson repairs to furniture and fabric, reporting when more major repairs are required, directing workmen and contractors
6. Regular inspections of mechanical cleaning aids, access equipment and firefighting equipment
7. Pool maintenance and daily testing
8. Premises checks including daily, weekly and monthly and complete relevant paperwork
9. Daily bus duties and management of traffic onsite
10. Transport including regular vehicle checks, arranging MOTs, driving minibus and/or car for trips
11. Deputising as Fire Safety Officer/Bus lead for Premises Manager

Resources:

- Cleaning equipment
- Mechanical equipment
- Hand tools
- Security of the whole premises, including buildings, contents and grounds
- Nominated key holder

Job Activities:

- Repairs furniture and buildings fabric, requiring good standard of practical “handyperson” skills and occasional creativity
- Deals with office staff on routine paperwork such as maintaining health and safety records, timesheets, wages, requisitions and orders
- Meets workmen and contractors who are visiting the school and oversees their work and behaviour whilst on the premises
- Follows established practices in deciding on courses of action concerning the cleaning, repair, maintenance, safety and security of the school
- Oversee school premises and grounds during letting periods

Signed by:	Post holder:	Date:
	Line Manager:	
	Job Assessor: (if required)	