



## **Bexley Grammar School Job Description**

**Job Title:** Premises Assistant

**Responsible to:** Premises Manager

### **Main Purpose of the Role**

To support the day-to-day maintenance, safety, and security of the school premises and grounds, ensuring a clean, safe, and welcoming environment for all pupils, staff, and visitors.

### **Key Responsibilities**

- Carry out general maintenance and repair work around the school, including minor plumbing, carpentry, and decorating tasks
- Support the cleaning team to ensure all areas of the school are clean, tidy, and presentable
- Assist with the setting up of rooms for assemblies, exams, and school events
- Monitor site security, including unlocking/locking the premises and responding to alarms
- Conduct regular health and safety checks, reporting concerns and taking corrective action when required
- Ensure safe storage and maintenance of tools, equipment, and chemicals, adhering to COSHH regulations
- Carry out portage duties, such as moving furniture, deliveries, and equipment as required
- Support emergency procedures, including fire drills and first aid response (training provided)
- Liaise with external contractors and supervise works on site where necessary
- Contribute positively to the life of the school and uphold its values at all times

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.