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| **JOB DESCRIPTION** | |
| **Title: Premises Assistant**  **Hours**: part-time 15 hours per week  Split shift | **Grade**: KR4  **Reports to**: Site Manager |
| MAIN PURPOSE OF THE JOB  * Under the direction of the Site Manager to be responsible for the day-to-day maintenance of the site (including building and grounds) to provide a safe and secure environment for the education and wellbeing of pupils, staff and visitors. * This includes security, cleanliness, porterage, supervising lettings, routine maintenance and refurbishment, minor repairs, advising the Site Manager on suggested improvements to the general school environment, and alongside the Site Manager carrying out pre-planned maintenance programs. * Connect Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **General Duties** | |
| **Health & Safety**   * Ensure that adequate security measures are undertaken as required by the Health & Safety at Work Act and nationally and locally agreed Codes of Practice which are relevant and the School’s Health & Safety policy and procedures. * Liaise with the Site Manager to initiate and progress work orders and the maintenance of appropriate records. * Ensure bin stores are locked/closed appropriately and meet health and safety requirements. * Ensure that all visiting contractors on the site comply with these regulations to ensure the proper safety of staff and children within the site boundaries. * Liaising with the site manager to arrange half termly fire practices and weekly fire alarm testing and all fire exits are kept clear. * In the event of fire, flood, breaking and entering, accident or major damage, under direction from the Site Manager make the necessary arrangements to make the site safe and work with senior leaders and other Trust staff to ensure that the site is operational as soon as practicably possible. * With the Site Manager ensure that safe working practices are adhered to at all times and any accidents on site are reported following statutory procedures. * Support the annual Health & Safety Audit and associated actions in a timely manner; regularly carry out a risk assessment of the site and keep appropriate records.   **Maintenance**   * To ensure the school is kept clean and tidy and is conducive to learning eg. Litter picking, drains, gullies and gutters are kept clear and free flowing the collection and disposal of refuse, disinfecting bins. * When appropriate inspect, check and clean blockages in sink waste traps, toilets and clean areas affected which occur during normal school hours. * Inspect and replenish soap, toilet paper and paper towels * To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards. * To ensure the main school hall floors are mopped weekly. * To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met. * To manage the provision or portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming. * To ensure that orders received into the school are delivered to the appropriate area or person as necessary. * To undertake minor window cleaning as required. * To undertake repairs and DIY projects under direction from the Site Manager. * To clear up bodily fluids after accidents, adhering to health and safety procedures, including disposal of water and surplus materials. * To perform the summer cleaning of chairs and tables in the Main Hall. * In conjunction with the Site Manager ensure in snow and icy weather every effort is made to clear pathways for safe entrance into the school including gritting of the staff car parks.   **Management and Supervision**   * To monitor the premises to ensure a high standard of cleanliness is maintained.   **Grounds**   * Under direction from the Site Manager to be responsible for managing all aspects of planting and grounds maintenance that falls outside any ground maintenance contract. * Under direction from the Site Manager to be responsible for management and maintenance of the Forest School area that falls outside any ground’s maintenance contract.   **Lettings**   * When necessary to be responsible for being on site during a hire of the school facilities (according to the school’s Community Use Agreement), enabling the PTA and local community groups to hire the premises for appropriate functions. * To ensure that adequate arrangements are in place to meet all aspects of Health and Safety during any periods of hire.   **Security**   * Opening and closing, unlocking and locking of school gates and buildings including the locking of all windows and doors. * Carry out an initial inspect of the site in the morning for items requiring maintenance. Ensure the security of the windows, doors and gates. Switch off lights, close all internal doors including corridor fire doors. * Set intruder alarm and initiate response procedure following alarm activation including acting as key holder for out-of-hours activation on a rota with the Site Manager. * Alert the Head Teacher to any risk to a breach of security and liaise with the police and security company subsequent to out of hours security alarm activation. * Open and close the school for evening use at times as arranged by the Head Teacher / Office. * As the key holder and as first point of contact, attend to all matters relating to the alarm system and key holder information: opening the school; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system. * Working with the site manager be available to work unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in the school holidays or weekends. * In partnership with all other members of staff, maintain the security of the school site by being vigilant with regard to visitors to the site and reporting any concerns to the Head Teacher.   **Professional Development**   * Attend school based in-service training. * Take an active part in identifying and working on one’s own professional development needs.   **Whole-school responsibilities**   * To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by CSAT and the school’s safeguarding policies. * To follow all school policies, guidelines and procedures. * To contribute to the school improvement planning and school self-evaluation process as appropriate * Offer the pupils an excellent model of good relationships, attitudes and behaviours. * To consider and promote environmental sustainability as part of all day to day school activities and procurement of products and services. * Participate in the performance management process agreed in school, in line with national guidelines. * To play a full and active part in the life of the school. | |

**Caretaker Person Specification**

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|  | **Criteria** | Essential/Desirable |
| **Experience** | * Previous relevant experience in a school or similar setting | E |
| **Skills and Abilities** | * Use of wide range of machinery/equipment eg. kitchen, gardening and general maintenance. * Ability to maintain accurate and timely records as required by the role. * Ability to deal with everyday problems and to identify which problems should be referred to the Site Manager. * Ability to monitor job activities as required by the role. * Has the written and numeric skills in order to complete more detailed records and reports as required by the role * Ability to communicate using information technology as required for the role. * A firm working understanding of fire regulations * Experience undertaking simple maintenance jobs * Good communication skills * Willingness to undertake training as necessary * Sense of humour | E  E  E  E  E  D  D  D  D  D  D |
| **Knowledge** | * Knowledge and expertise in minor maintenance and repair. * Knowledge of how the job fits into the activity and role of the area/site. * Understands and is able to apply H&S procedures relevant to the job such as: * Manual handling * Safe use of machinery and/or equipment * COSHH * First Aid and Hygiene Practice * Lone working procedures and responsibilities * Able to recognise and to deal with emergency situations. * Will need to undertake training to keep knowledge up to date. | E  E  D  E  E |