*[****ON HEADED NOTEPAPER OF EMPLOYER****]*

**Premises 2**

**Grade: H2**

**Main purpose**

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

**Key responsibilities**

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
2. Keep records relating to maintenance and security.
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4. Undertake general portage duties including moving furniture and equipment within school.
5. Undertake minor repairs (i.e., not requiring qualified craftsperson) and maintenance of the buildings and site.
6. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7. Receive deliveries to the school site.
8. Collect and assemble waste for collection.

**Individuals in this role may also undertake some or all of the following:**

1. Periodic cleaning of designated areas of the school building and grounds according to instructions.
2. Assist with the maintenance of specialised equipment following training, for example sports/ theatrical equipment.
3. Undertake lettings and carry out associated tasks, in line with local agreements.
4. Act as a designated key holder, providing emergency access to the school site.
5. Act as school contact in relation to premises related contractors.
6. Organise testing for asbestos and other health and safety procedures.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
* The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
* Exchange of information with school staff, for example, in relation to security, porterage requirements, out of hours activities.

**Knowledge, Skills & Abilities**

* Skills and experience equivalent to national qualifications at level 2. Knowledge of a range of maintenance tasks.
* Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.
* Manual dexterity in operating equipment and minor repair work.

**Supervision**

* Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.
* May demonstrate cleaning duties to new or less experienced staff.

**Problems, Demands & Decisions**

* Concentration for carrying out maintenance/security tasks.
* Carries out routine tasks, such as security checks and minor repairs that do not vary significantly from day to day, some fault identification.

**Dimensions**

* No responsibility for financial resources.
* Responsible for the safe use and storing equipment and materials; may be key holder for the locking and unlocking of premises.

**Physical Effort**

* Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving or lifting furniture.

**Working Environment**

* Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
* Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.