

PREMISES ASSISTANT

LOCATION : ABILITY TO WORK FLEXIBLY BETWEEN NOMINATED ASCAT SITES IN THE LOCAL AREA IS ESSENTIAL

Accountable to: ESTATES AND FACILITIES LEAD

Grade: H3 (Points 5-6), plus Fringe Allowance

**Working Pattern : 37 hours per week, 52 weeks per year
Mon to Fri – Split shift - 7am to 11am, 1.30pm to 5pm (4.30pm on Friday)**

Main purpose

To be responsible for the maintenance and security of the school premises and site, ensuring a safe, clean environment, under the direction of the Estates & Facilities Lead, and/or Headteacher.

Key responsibilities

Site Maintenance

1. Perform site inspection first thing every morning and take remedial action where necessary (eg gritting, snow clearing etc)
2. Highlight areas where maintenance may be required and agree actions to be taken.
3. Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
4. Arrange emergency or urgent repairs, liaising with external trades where necessary
5. Arrange regular maintenance and safety checks
6. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
7. Ensure premises are kept clean, that rubbish is collected and taken away, that litter is collected and any graffiti removed.
8. Maintain cleanliness of premises throughout the day, including emergency cleaning of human deposits (vomit, blood etc)
9. Restock bathrooms with supplies throughout the day
10. Maintain school environment with a regard for Health and Safety at all times
11. Monitor stock and order supplies/advise requirements to designated purchaser.
12. Undertake general portage duties, including moving furniture and equipment within the school

Security

13. Ensure that buildings and the site are secure at all times, including during out of school hours and take remedial action if required.
14. Act as the designated key holder
15. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
16. Facilitate lettings and carry out associated tasks, in line with local agreements
17. Provide access to premises in emergency situations such as flooding.
18. Take appropriate action to prevent trespass on school grounds, and record incidents of trespass or vandalism.

Compliance

18. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
17. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
18. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
19. Complete statutory checks to an agreed schedule, logging results as required by the Trust on the nominated online reporting system.
20. Ensure the operation and maintenance of specialised equipment following training.

Knowledge, Skills & Abilities

- Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract, cleaning staff.
- Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, and ordering supplies.
- Knowledge and skills equivalent to national qualifications level 2/3.
- Manual dexterity in operating equipment and minor repair work.
- Good standard of IT literacy in order to use reporting systems

Physical Effort

- Requires regular physical effort such as bending and stretching, pulling or pushing 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.

The post holder is required to contribute to and support the overall aims and ethos of the school and the Trust. All staff are required to participate in training and other learning activities and in performance management and development as required by the school's policies and practices. The postholder is required to be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

All Saints Catholic 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.