



## LYNCH HILL SCHOOL PRIMARY ACADEMY JOB DESCRIPTION

### Premises Assistant

**Salary: Level 4, SCP 8 to SCP 12**

**Hours: 20 hours per week**

#### Line of responsibility

The post holder will be directly responsible to Premises Manager and ultimately to the Headteacher.

#### Job purpose

The postholder shall be responsible for:

- Supporting, under the direction of the Premises Manager, in the facilities management of the whole school site (including buildings) to ensure the smooth daily operational programme of Health and Safety, security maintenance and cleanliness for staff and pupils.

#### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

#### Main Responsibilities:

- Support the Premises Manager with regard to the integrity of the school site, covering security systems, access systems and fire systems.
- Support the Premises Manager with regard to Health and Safety checks ensuring any remedial actions as required are carried out in a timely fashion and logged as necessary.
- Prioritise work activities and deal with emergencies as necessary.
- Support the Premises Manager in the supervision of outside contractors for specialist work
- Regularly update the Premises Manager and report any problems or issues.
- To undertake routine cleaning as a result of spillage's and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use.
- In accordance with the Premises Manager, monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.
- Under the direction of the premises Manager, arrange for repairs and maintenance work to be undertaken through external firms and contractors if necessary, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.
- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- Carry out minor decoration programmes such as painting areas on the school site as directed and required.
- Carry out minor improvement work e.g. erecting shelves, noticeboards etc as directed and required.
- Undertake litter picking on all areas of the school site on a day to day basis and sweeping the playground and other areas of the school as reasonably required.

- Ensure the maintenance of a clean and orderly working environment of all areas within the school site to include duties such as 'gritting'.
- Porter items received by the school to include distribution, collection and dispatch of goods in a timely fashion.
- Undertake appropriate day to day repairs e.g. redecorating and fixing work to keep the school site operational and safe.
- Undertake routine checks under the direction of the Premises Managers on mechanical and electrical equipment are carried out and faulty equipment and other maintenance requirements are dealt with appropriately.
- Support the Premises Manager in maintaining currency with building maintenance and relevant Health and Safety issues and advice H&S lead and headteacher/SLT on any issues which may need agreeing before proceeding.
- Be responsible for the maintenance of a clean and orderly working environment of all areas within the school site.
- Attend all H&S meetings and other relevant meetings as agreed and directed by the H&S lead and SLT
- In conjunction with the Premises Manager, ensure that equipment and resources are stored securely, tidily and in a way which is compliant with Health and Safety regulations.
- Prepare risk assessments as required.
- Provide emergency access and attend to emergencies outside of core working hours.
- Play a full and active part in activities relating to the continuing improvement and prosperity of the school.
- Undertake own administration so that all records are up to date
- Contribute to premises development plans
- Liaise effectively with the Premises Manager and the Business and Procurement Manager as necessary

### **General**

- Under the direction of the SLT attend school events as required outside of normal working hours.
- Participate in school emergencies as required, including co-ordinating evacuation arrangements, locating pupils and relevant staff, providing contact details and completing necessary documentation.
- Participate and engage with the school's performance management cycle, taking personal responsibility for development and training opportunities in discussion with the Premises Manager
- Attend training sessions and meetings beyond those specific to role as required which may be outside of normal working hours.
- Keep up-to-date with developments and changes to school policies and procedures and communicate these to colleagues as appropriate.
- S/he shall support her/his line manager in providing information to the headteacher, governing board and its committees as appropriate and when required.
- Perform duties in line with health and safety rules and to take remedial action where hazards are identified
- Undertake the booking of holidays in negotiation and agreement with the Premises Manager
- Carry out any other duties as reasonably directed by the headteacher

<b>Confidentiality</b>
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Lynch Hill School Primary or SEBMAT or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
<b>Data Protection</b>
During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.
<b>Safeguarding Children</b>
<p>In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.</p> <p>You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.</p>

Signed by

Job Holder: ..... Date:.....

Signed by

Line Manager: ..... Date:.....

## PREMISES ASSISTANT: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Appropriate qualification/s and/or proven experience in field.</li> <li>• Evidence of premises management experience to support the day-to-day operation of an establishment/company.</li> <li>• Experience of working with contractors and negotiating contracts to requirements.</li> <li>• Experience of managing site projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Further education qualifications in related field/s.</li> <li>• Experience of working in a school or similar establishment.</li> <li>• Experience of managing health and safety.</li> <li>• Experience of working in the building/construction industry.</li> <li>• Experience of line-management of staff including a team.</li> <li>• Able to drive a minibus</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>• Ability to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Good standard of numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of establishing and reviewing development plans.</li> <li>• Managing and monitoring a budget, and providing required reports.</li> <li>• Working knowledge construction/building regulations.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>and literacy skills.</p> <ul style="list-style-type: none"> <li>• Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.</li> <li>• Ability to operate a range of IT equipment and other specialised resources.</li> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety.</li> </ul>		
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with the line manager and senior leadership team (SLT).</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Ability to reach and bend, and to carry out some heavy lifting.</li> <li>• Able to work evening and weekends and attend out of hours emergencies.</li> <li>• Desire to enhance and</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>develop skills and knowledge through CPD.</p> <ul style="list-style-type: none"> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		