



Elizabeth Woodville School Premises Assistant



JOB DESCRIPTION

Title:	Premises Assistant
Reports to:	Premises Manager
Based at:	North or South
Hours:	20 hours per week, 42 weeks per year; Variable shifts will be 4 hours per day between 7am & 7pm
Grade:	Grade G, range 8 – 13; plus shift allowance

JOB CONTEXT

EWS has approximately 1000 students and 185 staff and is split over 2 sites approximately 20 minutes apart. Each site is approximately 60 years old and contains a mix of brick buildings and prefabricated classrooms. This role exists to support the Premises Manager in the structural upkeep and maintenance of all areas of the school on both sites. This role will involve working on either our North or South campus as required and will also contain periods of covering for the Senior Premises Assistant on an occasional basis.

All employees are expected to support the creation of an atmosphere of respect, recognition, optimism, celebration and mutual support in the Academies which promote equality within, and value the diversity of, the Trust.

KEY RESPONSIBILITIES

- To support the Premises Manager with covering annual leave shifts and absences
- To support the Premises Manager in all aspects of their role including the security, safety, maintenance and development of the premises so that as a resource it most effectively supports the needs of the students.
- To maintain security and safety of the assets and contents, thereby ensuring all stakeholders have a secure, safe and pleasant working environment including specified faculty areas and PAT testing as required.
- Physically assist with the maintenance of the site & grounds including the liaison and with external contractors as required.
- To carry out transport duties as and when required.

JOB ROLE

Site Management

- Deputise or stand in as required for the Senior Premises Assistant across the school or South Site as required.
- Be aware of all premises related policies and procedures as set by the Trust and the School and ensure full compliance by self and others; reporting all concerns to an appropriate person.
- Attend appropriate internal meetings as instructed by the Premises Manager.



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Security & Safety

- To assist in taking responsibility for the security of the premises and contents. Take responsibility for locking up part of the site with the Senior Premises Assistant each evening as required.
- Ensure that all reasonable steps are taken to minimise loss or damage to the school and persons who come into contact with its activities by ensuring that doors, windows and gates are secured appropriately when the school is both in session and unoccupied.
- To arrange for access to be available for staff, contractors and members of the public when required and to ensure that such access causes the minimum disruption to the day-to-day running of the school.
- To protect and keep securely any codes, keys or access equipment issued to enable the role to be performed as required.
- To ensure that procedures for dealing with and reporting emergency situations are followed and support the Premises Manager in liaising with the police or emergency services and making good any damage.
- To assist the Premises Manager in maintaining the school's alarm systems, including fire, intruder and CCTV, keeping them in good working order and tested regularly.
- To be aware of and understand the key requirements of the Health and Safety at Work Act 1974 and assist the Premises Manager in promoting and ensuring the health and safety of pupils, staff & visitors at all times.
- To undertake Portable Appliance testing (PAT) across the school to maintain electrical safety and reduce fire risk.
- To maintain fixed machinery and equipment in faculty areas as specified and support with the production of materials for lessons if required.
- To ensure that paths, roads and parking areas are kept clear of snow, ice and other materials that may affect access and egress of pedestrians and vehicles

Maintenance of Premises & Grounds

- Follow and use the premises diary for South Site ensuring activities and events are planned in and accommodated in a proactive manner. Ensure effective communication with the rest of the school.
- Inform the Premises Manager of any building maintenance requirements seen or reported and act on those immediately that pose a threat to the health and safety of any site users.
- Undertake semi-skilled repairs, projects and developments on site as directed or required including decorating, carpentry, basic plumbing etc commensurate with qualifications and skills to do the task.
- Assist the Premises Manager with the implementation of annual statutory compliance inspections by receiving and monitoring the associated contractors whilst on site.
- To keep all areas of the school grounds tidy and free from litter, graffiti, weeds and debris and trimmed where appropriate.
- Receive, log and distribute deliveries to the school site in an effective and prompt manner.



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- To move furniture and equipment throughout the school when requested to do so including but not limited to chairs for assemblies, exam furniture and dining arrangements.
- Be prepared to work on both sites as directed by the Premises Manager as required including at short notice or for planned events.
- Act as minibus driver when the dedicated drivers are not available and as directed by the Site Manager.
- To ensure that all lettings are managed in accordance with agreed procedures.

Cleaning

- To perform routine and emergency cleaning duties as required.
- To ensure that an adequate supply of essential consumables (toilet rolls, soap etc) are made ready for use and topped up on a regular basis across the school.
- To ensure that internal areas that are the responsibility of the school to clean are maintained in an acceptable condition
- To undertake any other reasonable duties as instructed by the Premises Manager, School Business Manager or Headteacher.
- To respond to reasonable requests from staff, site users, visitors and contractors in a friendly manner promoting a positive image of the school to all visitors and site users.

This job description captures the main elements of the role but is not exhaustive. Other duties may be requested that are commensurate with the general ethos, grade and skill set of the role.



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Premises Assistant



PERSON SPECIFICATION		Essential	Desirable
Education and Qualifications			
GCSE Maths and English or equivalent			√
Experience			
Must be physically fit due to requirements of the role		√	
Willingness to help support all staff and be sympathetic to the constraints and requirements of their individual roles		√	
Be prepared to share knowledge and skills with other staff		√	
Be positive open and friendly		√	
Observant and have an aptitude for attention to detail		√	
Promote collaboration and work effectively as a team member		√	
Confident and able to work alone if required, confidentially and with discretion		√	
Be committed to improving the learning and working environment of the staff and students		√	
Excellent communication skills verbally and in writing		√	
Knowledge and Skills			
Have DIY or handyman experience or skills		√	
Have a positive approach to using ICT		√	
Personal Attributes			
Be calm, capable and confident in an emergency situation		√	
Work in accordance with the Trust's values and behaviours		√	
Sound judgement and decision maker – confident in using own initiative		√	
Eligible to live and work in the UK		√	
Willing to work flexibly to fulfil the nature of the role and to meet the operational needs of the Trust		√	
A commitment to continuing personal development and training		√	
A commitment to safeguarding and promoting welfare of children and young people		√	
A commitment to high standards and expectations personally and for colleagues and students		√	