

JOB DESCRIPTION

Premises Assistant

Responsible to: Premises Officer

Under the direction/instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment.

Security:-

- Lock/unlock school buildings and areas
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings

Cleaning and Maintenance:

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, painting, gutter cleaning.
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine "client" tasks in connection with premises-related contractors' e.g. cleaning, grounds maintenance.
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g.
- Gritting
- Assist the Premises Officer to keep the ICT infrastructure working at full capacity.

Tasks - Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate

Tasks – Organisation

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professions

- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

Working Practice

- To perform other tasks as requested, within the expertise of the post-holder
- The post holder must at all times take pride in the school site and their general appearance
- The post holder must comply with the School's Equal Opportunities Policy, Health and Safety policy, and No Smoking policy

Safeguarding

- Everyone who works at Fullwood Primary School has the responsibility for promoting the safeguarding and welfare of children in line with school policies and by following the school's code of conduct at all times
- Demonstrate a commitment to safeguarding children
- To follow the school's safeguarding policy and procedures.
- To be aware of the signs and symptoms of abuse and the wider safeguarding agenda by attending relevant training.
- To record all concerns in liaison with the Designated Safeguarding Lead and follow the school's safeguarding procedures if there is a disclosure.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments before activities.
- Fullwood Primary School is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS check.
- Because of the nature of the job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken (DBS). Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs, or cautions and, if so, for which offenses, this post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions that for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over, or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Review of the Job Description

The job description will be reviewed annually. It can be amended as circumstances deem necessary and following reasonable negotiation, at the request of the School Business Leader/Head of School or Post Holder.

March 2025