

## Cardinal Pole Catholic School



### **Job Description**

**Post:** Premises Assistant

**Grade:** Scale 5 (Scale 6 may be available subject to experience and qualifications)

**Responsible to:** Premises Manager

**Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **Purpose of the post**

1. To carry out duties which facilitate a high quality and effective day-to-day operation in the proper maintenance of the fabric, furnishings and equipment of the school.
2. Ensuring high standards of service to all school users and visitors with special regard to security and health and safety.
3. To be responsible for closing the school site each evening and opening and closing the school site in the absence of the Premises Manager.

#### **Main Duties and Responsibilities**

##### **Security**

To assist the Premises Manager in:

1. Taking all reasonable steps to minimise loss of, or damage to the property of the Local Authority and school, its employees, visitors and pupils.
2. Ensuring, as far as is reasonably practicable, all visitors to the site wear identity badges and are appropriately challenged where necessary.
3. Ensuring all windows, doors and gates are opened and closed at appropriate times as specified by the line manager/School.
4. To support the school in the review of security recordings (CCTV).

##### **Health & Safety**

To ensure:

6. All areas, particularly fire escape routes, are kept free from obstruction and that fire escape doors are appropriately secured and accessible throughout periods when buildings are in use.
7. Appropriate action is taken in the event of the fire alarm sounding.
8. The proper storage and use of any potentially dangerous machinery or hazardous materials.
9. The clearance of snow and ice to maintain entrances, exits and communication routes to all parts of the site for pedestrians and vehicles.
10. All doors are secured against un-authorized entry.
11. The building fabric, and all fixtures and fittings are maintained in safe and secure conditions.
12. Appropriate logbooks and incident reports are kept up-to-date, as directed by the line manager.
13. The line manager is informed of any premises-related health and safety issues requiring attention including any accidents at work.
14. To highlight and remove any hazards that may present an immediate threat to Health and Safety.

## **Maintenance**

15. Assist the Premises Manager in the maintenance and upkeep of the premises including grounds, buildings, engineering services and all equipment.
16. Maintain all equipment and tools in a safe and serviceable condition.
17. Take all reasonable steps to eliminate potential hazards arising from faulty or damaged surfaces and fixtures or fittings.
18. Make safe access to areas of potential hazards (e.g. removing broken glass and/or cordoning off any damage areas pending repair).
19. Clean drains, gullies and inspection chambers of debris and blockages.
20. Clear blockages in WCs, urinals, basins, sinks and the associated drains.
21. Promptly rectify defects listed in the site log.
22. Identify and repair defects and notify the line manager accordingly.
23. Help develop maintenance programmes; planning and executing preventive maintenance.
24. Install wall mounted fixtures and fittings requiring the use of manual and/or power tools and proprietary fixings. These works will include shelving cupboards, notice and pin boards, coat hooks, brackets and other various items.
25. Acquire various materials or equipment from local stores.
26. Measure, cut to size and fix timber and board materials.
27. Re-fix/secure door hinges, various defective mouldings and door furniture. Carry out minor maintenance works to windows and fittings.
28. Complete internal and external redecoration works, including minor repairs under the supervision of the Premises Manager.
29. Take down, repair and re-hang curtains and blinds.
30. Under the direction of the Premises Manager, maintain and minor repairs to roof coverings, flashing and rainwater goods where suitable edge protection is provided or where the work area is safely accessible from a ladder.
31. Repair small areas of defective floor coverings. Repair and fix ceramic tiles.
32. Repair grounds structures and fencing.
33. Supervise contractors on site, ensuring compliance with the site safety rules and with specifications and drawings where appropriate.
34. Carry out and record Risk Assessments for potentially hazardous activities.

## **Cleaning**

The Premises Assistant will assist the Premises Manager in ensuring that the premises are kept clean to a standard as specified by the line manager through:

35. Daily inspection and clearance of litter from the school grounds, and the prompt removal of graffiti.
36. Weekly weeding of external areas, sometimes through the use of approved weed killers.
37. Undertaking cleaning as part of the daily rota
38. The emergency cleaning of bodily fluids and spillages.
39. Overseeing cleaning teams in the absence of the Premises manager to ensure that proper cleaning standards are maintained along with the completion of the appropriate records.
40. Daily inspection of water fountains.

## **Building Engineering Services**

The Premises Assistant will assist the Premises Manager by ensuring that:

41. Any faults and defects which cannot be rectified are reported to the line manager and that appropriate follow-up action is taken.
42. As far as is reasonably practicable, arrangements are made to prevent and minimise the effects of any heating or lighting failures pending their proper repair.
43. Expired lamps and starters in light fittings are promptly replaced.
44. Lights are switched off at night and when their use is unnecessary.
45. All damaged or missing fire alarm or security break-glass covers are replaced as necessary.
46. Electrical circuit breakers and residual current devices are reset as required and the underlying causes properly investigated.
47. Radiators are bled of air as necessary and ensure air conditioners are operational.

48. Water wastage is minimised by turning off taps and carrying out adjustments and minor plumbing repairs as appropriate.
49. Preventive Planned Maintenance tasks detailed in the schedule are properly carried out at the stated frequencies.

### **General Site Services**

The Premises Assistant will assist the Premises Manager in other services associated with the smooth and efficient running of the premises. The Premise Assistant will:

50. Ensure that all deliveries are properly received and checked and delivered to the place where they are to be used or stored.
51. Monitor the stock levels of any materials and equipment necessary for carrying out the various duties and report accordingly to the line manager.
52. Ensure that any on-site parking arrangements are properly enforced.
53. Move furniture and department equipment, including PE as requested using appropriate manual handling techniques and equipment.
54. Top-up consumables, including hand sanitisers, daily in washrooms and other areas.
55. Visit off-site premises as required by the line manager to collect and deliver documents and packages.
56. Log and distribute packages delivered to departments.
57. Drive the mini bus as required.
58. Comply with other reasonable requests from the line manager, consistent with the overall purpose of the job as set out above.

### **General Requirements**

59. Take part in the school's performance management system. Attend governing body meetings on a regular basis.
60. Enhanced DBS Check.
61. Be committed to the ethos and policies of the school.
62. Strong commitment to furthering equalities in both service delivery and employment practice.
63. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

## **Person Specification**

		<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Qualifications</b>			
1.	Recognised qualification in at least one building maintenance, building construction or engineering services discipline (City & Guilds or similar)	X	
2.	Building maintenance	X	
3.	Ordering stock	X	
4.	Security/key-holding	X	
5.	Monitoring of others work, such as cleaners or contractors	X	

<b>Knowledge</b>		X	
6.	Health & safety at work regulations and the implications for a school	X	
7.	Building defects and repairs	X	
8.	Good practice in building and building services	X	
9.	Equal opportunities issues in the workplace	X	
10.	Basic general education	X	
11.	Good oral and written skills	X	
12.	Willingness to attend appropriate training and take responsibility for own professional development	X	
<b>Skills</b>			
13.	Reliability and trustworthiness e.g. in opening and securing the building	X	
14.	Ability to carry out manual handling and other physical tasks	X	
15.	Ability to relate well with children and adults	X	
16.	Ability to plan and prioritise a range of regular and irregular tasks, and to use own initiative to analyse situations and devise solutions	X	
17.	Good team player, flexible, pro-active and supportive of colleagues	X	
18.	Ability to relate in a firm but friendly way with a wide range of personalities	X	
19.	Good attendance record	X	
20.	Broad range of D.I.Y. skills	X	