JOB DESCRIPTION

You will support the Premises Manager in all aspects of their role including the security, maintenance, cleaning and development of the premises so that as a resource it most effectively supports the educational needs of the students.

Reporting Relationship:

The post holder will report to the Premises Manager.

Functional links:

The Premises Assistant will liaise with the Premises Manager, SLT, OHCAT Shared services teams, the cleaning team, school staff, pupils, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the School.

Duties and responsibilities

1. **Site Maintenance**

- Undertake all aspects of maintenance of fixtures, fittings, plant and vehicles.
- Carry out first line repairs to ensure the most effective use of resources.
- Liaise with Premises Manager when work is completed or of any issues which cannot be solved using own initiative.
- Carry out routine maintenance and repairs on the school vehicles as necessary.
- Wash the school vehicles making sure that the interiors are clean and that the safety belts are working correctly - reporting any defects to the Premises Manager.
- Keep equipment, tools and machinery in a secure manner.
- Upkeep of records, carrying out admin data inputting and general IT communications
- Keep the boiler houses and storerooms clean.
- Undertake internal decoration in all areas if required and as directed.
- Keep records relating to company due diligence and regulations as directed by the Premises Manager.

2. **Caretaking**

- To oversee the security of and access to the site, locking and unlocking building to allow access, acting as key-holder in an emergency and responding to calls outside normal working hours, setting and turning off alarms as required and checking them regularly.

- Check external lighting regularly that all bulbs are working and appropriately adjust timers.
- Be vigilant of any strangers on site and report as necessary.
- Monitor contractors and personnel working on the site, ensuring work is carried out in accordance with specification and compliant with health and safety procedures.

3. Cleaning

- Undertake regular cleaning duties to ensure an efficient and effective service is provided for staff, learners and visitors. Ensure cleaning standards are met in accordance with specifications.
- Carry out high level cleaning including light fittings, shades, diffusers etc., using the appropriate access equipment for which training is required.
- Make sure all detectors are kept free of cobwebs/obstructions, which could hinder their performance.
- Collect and assemble waste for collection.

4. Facilities

- Operate the heating plant, monitoring and maintaining it to ensure maximum efficiency and in line with the school policy on energy conservation. Referring to the Premises Manager if problems arise.
- Be available on special school occasions and events and if requested by the Premises Manager.
- Receive deliveries to the school site.
- Undertake general porterage duties to ensure delivery of stock, stationery, supplies, cleaning materials and equipment to the correct place within the site, remove furniture and set out of rooms as required.
- Contribute to the management of stock, ordering of cleaning materials, other supplies, materials and goods.
- Prepare the school premises and site for assemblies, meetings and out of school activities and clearing up after these activities.

5. Grounds Maintenance

- Check and maintain drains and gullies, driveways and paths.
- Ensure safe access to company premises e.g. snow clearance.
- Clear litter and ensure that the school grounds are maintained in a clean & tidy state.
- Cut grassed areas as directed by the Premises Manager.

- Ensure fences and boundaries are appropriately maintained.

- Take appropriate action to prevent trees and plants causing damage to property or injury to persons.

6. Health & Safety

- Support the undertaking of Health and Safety Risk Assessments, including external premises, ensuring policies and procedures are adhered to. Organise periodic emergency evacuation of premises in line with Health and Safety codes of practice. Monitor systems and equipment ensuring they meet health and safety requirements
- Perform duties in line with health and safety regulations and take action where hazards are identified. Report serious hazards to line manager immediately.
- Assess the risks involved in cleaning and maintenance duties around the school and take reasonable precautions for your own work in line with HASAWA Duty of Care.
- Ensure all records for maintenance are current and that any statutory checks are maintained as directed by the Premises Manager.
- Undertake regular health and safety checks of buildings, grounds, fixtures, fittings and equipment.
- Test fire alarm weekly.
- Carry out emergency repairs to ensure the health and safety of pupils and staff.
- Carry out safety and damage minimisation procedures in the event of, fire, flood, breaking and entering, accident or other major damage.

7. Other

- To regularly liaise with the Premises Manager to ensure compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Undertake any relevant training as required.
- Meet individual and shared targets and objectives which are defined annually within the performance management framework.
- Requirement to travel between centres as and when required.
- Undertake Midas training to drive school vehicles when required to transport pupils, staff or materials.
- Keep aware of company policies and procedures.
- To work as a member of the staff team to contribute positively to effective working relationships within the school.
- Conduct any other duties commensurate with the post as required.