



## JOB DESCRIPTION

|   |  |
|---|--|
| <b>Job Title:</b>   | <b>Premises Assistant</b>                  |
| <b>School</b>   | <b>Academy of St Nicholas</b>              |
| <b>Salary/grade:</b>  | <b>Grade 4 SCP</b>                         |
| <b>Reports to:</b>  | <b>Trust Head of Facilities Management</b> |
| <b>Responsible for:</b>   | <b>None</b>                                |
| <b>Main purpose of the Role</b>   |  |
| To support the Head of Facilities Management by undertake a range of caretaking duties including security and supervision of the site and related equipment, portorage and maintenance.   |  |
| <b>Core Responsibilities &amp; Tasks</b>  |  |
| <ol style="list-style-type: none"><li>1. Act as a key holder, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds.</li><li>2. Responding to emergency calls outside normal working hours.</li><li>3. Deal with external contractors on site adhering to safeguarding and safety procedures.</li><li>4. Undertake additional, emergency cleaning to support the cleaners including litter picking</li><li>5. Carry out general first line repairs, redecoration and maintenance.</li><li>6. Take delivery of stocks and materials for the Academy and distribute as appropriate.</li><li>7. Carry out portorage within Academy, move furniture and equipment, as required, assist in setting up for assemblies, events etc.</li><li>8. Ensure that adequate supplies of consumables are available.</li><li>9. Operate the maintenance systems within the building eg heating plant, security systems, CCTV etc.</li><li>10. Ensure that all caretaking equipment is in a safe and working condition and arranging for repair as appropriate.</li><li>11. To ensure the building is safe, reporting any damage and assisting in organising any</li></ol> |  |

necessary repairs.

12. Carry out routine safety procedures or checks on ancillary equipment.
13. To undertake routine checks on the school minibus and drive the minibus from time to time.
14. Carry out Academy based emergency procedures e.g. fire alarm, flooding,
15. Undertake lettings and related duties where required.
16. Prepare the Academy premises and site for out of Academy activities.
17. Ensure that access to the site and main areas of the building are safe.
18. To assist in the safeguarding and promoting the welfare of children and young people.
19. To pursue and promote the achievement and integration of diversity and equality of opportunity.
20. To assist with planning, monitoring and reviewing health and safety across the school and within areas of personal control
21. To participate in the Trust's Professional Development process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
22. To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
23. To undertake other appropriate and relevant duties commensurate with the post

#### **Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.