

Evendons Primary Premises Assistant Job Description

Job title:	Premises Assistant
Grade / Scale Point:	Grade 2 SCP3 to Grade 5 SCP 15
Days:	195 term time days plus 20 days during school holidays
Hours:	6 hours per day (7am-10am and 3.30pm-6.30pm) Monday to Friday
Accountable to:	Headteacher, Evendons Primary School

Job Summary

The role holder is a principal keyholder and will support the day to day operation, security, safety, cleanliness and general maintenance of the school site. They will be the main key holder and will be required to be the first point of contact for the emergency services and attend to call outs outside of normal working hours.

Main duties and responsibilities

1. Maintain the security of the school premises at the start and end of each day. Duties to include locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
2. To routinely monitor the operation of the fire alarm, fire doors, lighting, heating, plumbing and security systems.
3. Detect and report any building defects, advising school management on any Health & Safety issues. Undertake any minor repairs and general maintenance adhering to H & S requirements.
4. Carry out a daily check of the grounds; complete the daily checklist for the front gardens; check that the EYFS Team and Y1 Team are completing their daily checks
5. To arrange and/or carry out the movement of furniture and equipment within the site. To assist with general portering duties including the distribution of items delivered to the site within Health & Safety guidelines.
6. Clean external drains and gullies termly, or more frequently when necessary.
7. Order/purchase equipment and supplies within the budget agreed with school management ensuring value for money is obtained.
8. Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse.

9. To ensure that all contract-employed staff have access to the school during school holidays and buildings are secured when they leave
10. Carry out weekly Health & Safety checks relating to playground equipment, hazards around school and potential unsafe practices; report findings to the Headteacher.
11. Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish.
12. Monitoring and care of the heating system. Operate the heating plant, cooling and lighting systems, ensuring efficient use of resources.
13. Ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the Headteacher.
14. Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
15. Ensure that cleaning equipment is properly maintained and in good working order. Order and maintain supplies of cleaning materials for own use, and domestic consumables for school use.
16. Ensure adequate supplies of domestic consumables are in all cloakrooms and toilets.
17. Carry out rubbish removal as necessary and ensure bin store is kept clean and tidy.
18. Provide a portage service around the school and assist with receipt, distribution, collection and despatch of goods.
19. Hold and update the Asbestos log
20. Undertake basic record keeping as required.
21. Attend inspections by Health & Safety Governor as required.
22. Work collaboratively with cleaning staff to ensure smooth running and delivery of cleaning services.
23. Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
24. Out of hours work on evenings and weekends which is related to school activities, subject to negotiation with Headteacher
25. Undertake other duties, consistent with the post and job description, as may be required from time to time by the SBM or Headteacher.

Evendons Primary School Caretaker: Person Specification

Knowledge and Experience (desirable but not essential as training will be provided)

- Previous experience of carrying out basic repairs not requiring a contractor
- Previous experience of undertaking a caretaker role within a similar environment
- Knowledge and experience of appropriate use of cleaning materials and equipment
Knowledge of Health and Safety regulations
- Knowledge and experience of heating systems
- Knowledge and experience of security systems and procedures

Training & Qualifications (desirable but not essential as training will be provided)

- Handling and lifting awareness
- Ladder training
- Driving Licence
- Qualification in Health and Safety desirable

Abilities and Skills

- Practical DIY skills to carry out minor repairs
- Good problem solving skills
- Awareness of health, safety, security and hygiene issues
- To be physically fit
- Good written and oral communication
- Use equipment relevant to post
- Complete basic paperwork
- Ability to recognise the importance of ensuring a secure and safe environment
- Ability to respond to straightforward maintenance problems
- Basic gardening skills

Personal Qualities

- Ability to remain calm, composed and flexible within a busy and demanding environment.
- Ability to work effectively within a team and on own initiative.
- Commitment to the support of young people.
- Commitment to the School's Equal Opportunities Policy.
- Willingness to undertake appropriate training and development.
- Assurance of total confidentiality and discretion.
- Flexible attitude

Special Factors

- To work evenings and occasional weekends, as determined by operational necessity.
- To use their car for business purposes.
- To act as an emergency key holder.
- There may be periods when the post holder is working alone.
- Must live within 15 minutes normal travel to school for emergency purposes.
- Appointment is subject to a satisfactory medical and Enhanced Disclosure from the Disclosure and Barring Service (DBS).



- Because of the nature of the work, this post is exempt from the provisions of Section 4(ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act and, in the event of employment; failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application or positions to which the Order applies.

Evendons Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to this.

The job description is not exhaustive and it is expected that the role holder will work closely with the Headteacher/School Business Manager to develop this job description, to ensure it reflects the needs and demands of the post as the school continues to grow.

Detailed Duties (*not exhaustive and subject to change*)

Security of premises

- **Morning**
 - Open gates to school grounds and unlock external doors to school buildings.
 - Switch off alarm systems.
 - Check security has not been violated.
 - Switch on lights and heaters as required and check heating if appropriate
 - Unlock interior doors
 - Check general cleanliness of school
- **End of Working day**
 - Check all windows are closed and secured, heaters and lights switched off.
 - Check that photocopiers are switched off.
 - If IT equipment is switched on ask member of staff with responsibility to switch off.
 - Set alarm system
 - Lock all doors and close gates

Monitoring and care of the heating system

- All heating systems shall be maintained in accordance with the following recommendations:-
 - **Boilers**
 - a) Check boilers for :-
 - Fuel / water leakage daily
 - Smoke daily
 - Gauges daily
 - Temperature correct for weather daily
 - b) Change pumps and motors from standby to duty, monthly
 - c) Open and close all valves monthly

- d) Report any damaged insulation, as necessary

Replacement of light bulbs

- Replace when necessary electric bulbs and fluorescent tubes (and starters if required) taking full account of safety requirements.
- To store non-functioning tubes in safe storage boxes and advising office when these require recycling collection.
- Clean light diffusers during summer, Christmas and Easter holidays

General portorage

- Receive, transport and store deliveries to establishment and porter goods around the site as necessary. (At all times considering Health and Safety procedures.)

Replacement of consumable items

- Responsible for the distribution and replacement of soap, toilet rolls and paper towel from the school stock. Please advise the office when replacement orders are necessary.

Furniture handling

- Move furniture between rooms and deploy and stack as necessary, taking full account of safety requirements. (At all times considering Health and Safety procedures.)

Clean outside areas

- Collect litter from playground (remind deputy head teacher if class litter picking duty not being carried out), empty bins, ensure that bin points are clean and sweep excessive dust and dirt from other hard areas.
- Clear and dispose of leaves from hard areas around school site.
- Take action to make hard areas safe after snow fall or icy conditions
- Take action to clear debris from hard areas following storms and high winds
- Take action to check steps and hard surfaces following heavy rainfall
- Take action to remove fallen fruit (seasonal)

Clear drains and guttering

- Check that drains and guttering are free of debris weekly and immediately following heavy rain or leaf fall, taking full account of safety requirements. Drains must be thoroughly brushed around the neck.
- Clean fat-traps (2) weekly on sink waste-outlets from main kitchen.

Ancillary duties

- Take action and provide access for emergency services in the event of fire, flood, breaking and entering, accident or other major incident.

- Ensure emergency exits are free of obstructions, correctly identified and operable.
- Be aware of the electrical circuitry and fuse board lay out. Replace fuses as necessary and report all faults.
- Be aware, as far as is practical, of water and gas circuits and control valves, in order to operate them in case of an emergency
- Unblock sinks, urinals, basins, drinking fountains and toilet pans.
- Ensure that school cleaning equipment is in safe working order. Suspect equipment should be taken out of service and reported to the office.
- Undertake administrative duties such as filling out time sheet as necessary.
- Order cleaning materials as necessary.

Infrequent duties

- Wash out waste bins on playground termly or following leakage
- Respond to call out by police engineers etc
- Temporary repair any damage to the building to make it safe and secure.
- Assist with movement of furniture and equipment during structural alterations
- Clear up after flooding, fire, etc
- Any minor repairs and general maintenance within your level of competence, always adhering to H & S requirements

Communication

- Liaise with Headteacher to establish daily priorities
- To communicate timings for planned work/larger projects with Head Teacher. (eg refurbishment of a floor or decorating an agreed area)
- Remain in communication with school office so that you can be located quickly



Evendons
Primary School