

## Role Profile: Premises Assistant

### Purpose

To Assist in promoting the education and welfare of pupils, having regard to the aims and objectives of Downsend School and its policies. To work under the direct instruction of the Head of Facilities to keep the Downsend sites safe and secure. You will work alongside a team of Premises staff to cover general site maintenance, driving the school minibuses, site security, portage, minor repairs, health and safety. This a full-time all year round role and premises staff work on a shift rota to accommodate out of school hours activities and lettings.

### Key Accountabilities

- General maintenance of the premises, grounds and play areas ensuring a safe, secure, clean and well maintained environment. To include fixtures, fittings and furniture and all minor repairs.
- Reporting all accidents and potential hazards arising from plant, equipment and fittings, reporting all defects and taking remedial action as required.
- Drive the school minibuses to transport pupils to and from school and for offsite activities.
- Unlocking and/or securing the premises at the start and end of the day including the opening and locking of gates, doors and windows as appropriate and/or requested.
- Responding to fire and intruder alarms ensuring that the necessary actions are taken to minimise risk of further intrusion and damage, pending more permanent repairs.
- Morning and afternoon car park management to ensure smooth running and efficient flow of traffic through the site
- Maintaining the swimming pool and specialist facilities (training will be given) • Ensure all gates and entrances are kept clear including the clearing of ice and snow in adverse weather conditions.
- Ensure all visitors' and contractors' report to reception in line with the Schools' safeguarding procedures.
- Assisting with monitoring of contractors on site including cleaning and ensuring safety procedures are adhered to and work completed satisfactorily.
- Testing fire alarm and other alarms weekly and maintaining alarm testing log.
- Assisting with large display mounting, moving of classroom and shared area furniture.
- Erecting and putting away larger outdoor equipment.
- Removing and storing furniture as require
- Occasional weekend attendance at school required

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent time management skills</li> <li>• Ability to build positive relationships with a wide range of people and work as a team</li> <li>• Excellent attendance record</li> <li>• Practical skills, these may include carpentry, painting and decorating and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive the school minibus (PSV full training will be provided)</li> </ul>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Good general qualifications including GCSE English and Maths or equivalent</li> <li>• Health and Safety qualifications</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Health &amp; Safety</li> <li>• Day to day maintenance and operations</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to work flexibly to ensure appropriate site cover is maintained during and beyond the school day</li> </ul>	<ul style="list-style-type: none"> <li>• ICT skills including MS Office</li> </ul>

## Key Stakeholders:

**Internal – SLT, staff, pupils and parents**

**External – SCC Operations Team**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....