



Job Title:	Premises Assistant	Job Category:	Premises
Department/Group :	Premises / Support Staff	Hours:	35 hours per week (Work pattern to be agreed). Please note this is subject to change within the hours of the school day. Additional hours may also be available
Location:	Rutherford House School 217 Balham High London SW17 7BS	Travel Required:	Inner London
Level/Salary Range:	Scale 3 Point 5 -11 FTE £24,533 - £27,331 All Year/ 52 weeks	Position Type:	Full Time
LM Contact	Premises Manager	Date posted:	June 12, 2023
Will Train Applicant(s):	Yes	Submit application:	Monday 26 th June Time: 16:00
Application available from:	Rutherford House Website www.rutherfordhouseschool.co.uk		
Applications Accepted By:			
Tel or E-mail: If you would like to discuss the role or have any queries, please contact the school T: 020 8672 5901 or Email: angela.smith@rutherfordhouseschool.co.uk Subject Line: Premises Assistant/RHS/Jun2019		MAIL: Maxine Mallett Head teacher Rutherford House School 217 Balham High Road London SW17 7BS	
Job Description			
MAIN PURPOSE OF THE JOB Rutherford House School in Balham SW17, wish to appoint for immediate start initially part time with a view to becoming full time in the future, a highly motivated, exceptional individual to take on the role of Premises Assistant. The person appointed will assist the Premises Manager to ensure that the school site is well maintained in a safe, clean and secure condition as required for staff, pupils and visitors and will undertake such tasks as may be necessary for effective site management. The candidate must be extremely well organised, punctual, resourceful and flexible and will report to the Headteacher and Premises Manager. To understand Health and Safety Policies and ensure that all duties are carried out with due diligence to Health and Safety procedures.			



Rutherford House School is an oversubscribed Bellevue Place Trust school with very high standards of discipline, respect and expectations of pupils and staff.

Rutherford House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

- Duties and Responsibilities

To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows

To respond to emergency call-outs as appropriate

To alert the Premises Manager/Headteacher to any risk to a breach of security

To check the site for hazards, damages and intruders

To ensure that lighting is kept in good working order and to replace defective/inoperative light bulbs and tubes as appropriate

To report to the Premises Manager any need for repair work or alteration to electrical systems as appropriate

To assist the Premises Manager to carry out minor maintenance work and repairs that do not require the employment contractor

To liaise with the Premises Manager on a regular basis regarding premises requirements and duties/problems/developments in the school

ICT skills

Good organisation and time management

- Cleaning Duties

To undertake such cleaning tasks as set out in the Cleaning Contract and any ad-hoc cleaning tasks as required, for example toilets

To liaise with the cleaner to generally oversee the standard of cleaning throughout the buildings as necessary, to maintain standards. To keep the Premises Manager informed if cleaning standards have not been achieved



To notify the Premises Manager if stocks of cleaning and allied materials required by the school are running low

To restock towels, soap and toilet paper in toilets, washrooms, classrooms with sink etc

To be responsible within reason for the removal of simple toilet blockages

Clean floors and/or furnishings after any sickness has occurred during the post holder's active duty period

- Portering

To assist in ensuring an efficient service, including receipt, transporting and storage of goods that have been delivered to the site and the movement of all furniture and equipment. To undertake any other lifting tasks required by the school.

- Health and Safety

To ensure that playgrounds, paths and driveways are in satisfactory condition

Snow clearing and salting as required

Deal with the results of vandalism, advising the Premises Manager on any necessary preventative measures or repair work

Remove graffiti where possible from all areas, windows and other surfaces as required

General supervision of the playgrounds and open areas surrounding the premises

In the absence of the Premises Manager, to assist Contractors with any general queries as appropriate

To ensure Premises duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required

- Other

To maintain all logs and appropriate records

To respond in a courteous manner to enquiries from the school community and external visitors as appropriate



To undertake broadly similar duties commensurate with the level of the post as required by Premises Manager

To adhere to school policy on equality and diversity

Actively participate in any appropriate training and network forums when required

CHILD PROTECTION

All members of staff must comply with Bellevue Place Trust Safeguarding & Welfare Policy which is posted on the staff intranet; a copy also accompanies this job description. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the Policy

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.



Person Specification: Premises Assistant

Salary: Scale 3 Point 14-17

Part time 21 hours Monday/Wednesday/Friday (times to be agreed)

Candidates are strongly advised to address all of the following points on the application form. These criteria will be used for shortlisting purposes and candidates will be selected for interview by the extent to which they meet the criteria

	Essential	Desirable
Qualifications and Training		
GCSE or equivalent Maths and English A-C	E	D
NEBOSH Certificate	E	D
Appropriate relevant premises based experience	E	
Experience of working in a school or similar environment	E	D
Knowledge and understanding of IT application	E	
Skills and understanding		
Good oral and written communication and sound basic numeracy skills	E	
Good organizational communication/Basic IT and interpersonal skills	E	
Understanding of basic general maintenance of premises, fixtures and fittings including minor repairs	E	
Understanding of the need for and commitment to the importance of flexible working across the whole support staff team	E	
Understanding of the need for commitment to maintaining excellent attendance and punctuality	E	
Awareness of and comply with school policies in relation to health & safety, confidentiality, safeguarding and equal opportunities	E	
Able to interact with children in school setting	E	
Professional Qualities		
A positive attitude to work	E	
Able to adapt quickly to changing circumstance and take speedy appropriate action when required	E	
Commitment to own continuing professional development and to supporting the continuing professional development of others	E	