



PREMISES ASSISTANT JOB SPECIFICATION

Scale 3 SP 5 – 6 [£8608 - £8764] plus *pool allowance £1334 per annum – when fully trained on Pool Maintenance*

Responsible to:
School Business Manager

JOB PURPOSE

To assist the Site Manager in providing a security and caretaking service to the school, to minimise the risks to the health and safety of those using the site and to limit the possibility of damage to the school premises. To undertake caretaking, handy-person and portering duties in order to provide a clean, warm and safe environment for uses of the premises.

DUTIES AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES

- To assist the School Business Manager and Site Manager in their responsibility for the health and safety of the site.
- To assist in ensuring that the maintenance of the school buildings and environment are effectively undertaken.
- To undertake repairs (including toys and play equipment) and DIY projects, within agreed competence levels.
- To co-operate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and compliance with procedures for the safe and secure conduct of their activities.
- To ensure a clean, tidy and well maintained school environment.
- To undertake the day to day maintenance, repair and cleaning of the school.
- To assist in ordering and arranging delivery and storage of materials and equipment.
- To undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services, operating tools and machinery as required.
- To ensure that the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual and computerised records where appropriate.
- To monitor work requests on the school's Every system for reporting and monitoring premises tasks, ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.

SECURITY

- To undertake swimming pool area checks and daily water testing, keeping accurate logs of all checks carried out.
- To act as a key holder for the school on call-outs.



- To be aware of all out of hours activities at the school and alongside the Site Manager, arrange for heating and the availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- To assist the Site Manager in the weekly testing of the fire call points, intruder alarms and emergency lighting and water testing every half term, ensuring that results are recorded.
- To assist in the locking up of the school during term time on an ad hoc basis and for the unlocking and locking of the school during school closure periods.

GENERAL SITE DUTIES

- To take energy readings on a monthly basis.
- To ensure the school is kept clean and tidy and is conducive to learning, e.g. litter picking, collection and disposal of refuse (including clinical waste), ensuring toilets are checked daily for fresh supply of disposables, etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To ensure that all tools, cleaning products and pool chemicals are stored correctly, not accessible to pupils and that hygiene standards and regulations are met.
- To assist in portaging and furniture moving as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming.
- To ensure that orders received into school are delivered to the appropriate area / person as necessary.
- To ensure light bulbs, fluorescent tubes and starter switches, etc. are changed as necessary and fittings and shades are cleaned regularly.
- To assist in the maintenance of all external areas to ensure these are in a clean, tidy and safe Condition.
- To ensure that the milk/fruit bins are cleaned.
- To undertake minor window cleaning as required.
- To collect and dispose of all waste, refuse and surplus materials.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To carry out emergency cleaning as required.
- To ensure premises are free from hazards, safe and warm and secure for pupils, staff and visitors.
- To clean swimming pool areas including designated showers and toilets, storage, etc.

POOL

- To carry out daily testing of pool water and the keeping of records of water testing and treatment.
- To keep the pool clean and up to safety standards including inspecting the pool on a daily basis and following the proper procedures for cleaning and sanitising.
- To maintain appropriate supply levels of chemicals and cleaning agents.
- To report persistent or unusual adverse conditions to the School Business Manager/Headteacher and follow directions to correct them.



- To physically inspect the interior of the pool along with valves and drains to ensure they are free of debris and properly functioning.
- To remove/control harmful bacteria that prosper in a pool environment by regular use of carefully measured amounts of purifying chemicals being mixed into the pool water.
- To demonstrate good record keeping skills to maintain logs of the pool treatment procedures.
- To operate maintenance tools that remove debris from the pool.

HEALTH AND SAFETY

- To assist in maintaining the site in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and emergency equipment, the safe storage of any potentially harmful materials and testing of all electrical appliances annually.
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers, etc.
- All duties to be carried out in compliance with the Health & Safety at Work Act, nationally and locally agreed codes of practice which are relevant and the School's Health & Safety Policy and procedures

SAFEGUARDING AND WELFARE

- To have due regard for safeguarding and promoting the welfare of children and young people, following the child protection procedures adopted by Wandsworth and the school's safeguarding policy.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the school.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- To promote the Council's Equal Opportunities policies and Environmental Strategy and school ethos within the context of the responsibilities of the post
- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation

ADDITIONAL DUTIES

- To undertake other duties that the School Business Manager or Headteacher may reasonably ask.