

## Job Description and Person Specification

### PREMISES ASSISTANT (Key Holder)

Salary Scale: Scale 2, point 4

Hours: 20 hours per week all year round plus INSET days. 1pm-5pm Monday-Friday with occasional opening of the school working 7.15am-11.15am by arrangement with the School Business Manager. Potential for additional hours during school holidays by negotiation with the Head teachers and School Business Manager, dependent on the schools' needs.

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#### Summary of main conditions of service

##### Working Pattern:

- All year Round (AYR) + INSET days

##### Conditions of Service Applicable:

- NJC for Local Government Services (Green Book)

##### Grade:

- Scale 2

##### Pay Points:

- Spinal Column Point 4

##### Method of Payment:

- Monthly

##### Annual Leave:

- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
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#### Job Description

Responsible to: School Business Manager and Head teachers

Line Manager: School Business Manager

#### Job Purpose

Under the guidance of the School Business Manager and Head teachers, contribute to the security, maintenance and facilities management services on the school site and premises. Provide specialist support/undertake basic maintenance tasks as required and have responsibility for the maintenance of a tidy site and a clean and hygienic school interior whilst working. Contribute to a strong health and safety regime and model good working practices.



# Honeywell Schools

INFANT AND JUNIOR

## Main Duties and Responsibilities

1. Promote and ensure the health and safety of pupils, staff and visitors at all times.
2. Act as key holder for the schools.
3. In liaison with the Premises Officer, take steps to ensure that the premises are free from hazards and are safe, warm and secure for pupils, staff and visitors.
4. Work with the Premises Officer to carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual and/or computerised records where appropriate.
5. Act in the event of an emergency responding in accordance with the procedures laid down in the schools' emergency plan.
6. Take appropriate action and provide access for emergency services in the event of fire, flood, breaking and entering, accidents or any other major incidents during the school day.
7. Ensure the school is tidy and presentable at all times.
8. Basic grounds maintenance including maintenance of the schools' green spaces e.g. pruning and clearing of leaves and litter from paths, playgrounds or in planted areas.
9. Report to the School Business Manager evidence of major and minor defects.
10. Carry out minor repairs to the site and equipment such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, putting up shelves etc.
11. Liaise with the Head teacher/School Business Manager/Premises Officer to supervise day to day repairs for approved contractors ensuring they are carried out to the correct standard.
12. Act as the first point of contact for contractors on site ensuring that they have access to the relevant H&S, safeguarding and asbestos information.
13. Deliver basic H&S induction to external contractors using the standard checklist.
14. Carry out emergency duties during the school day, e.g. broken glass, ice, debris thrown into the site and damage caused by vandals, flood, fire etc.
15. Deal appropriately with the removal of graffiti, excrement, vomit and other bodily fluids observing the procedures recommended by the school.
16. Store caretaker's equipment and other materials (including chemicals) securely to prevent misuse.
17. Maintain caretaker's equipment in a safe working condition.
18. Set up meeting areas or staging and prepare for school events as required; clear as required.
19. Be aware of all out of hours activities; allow access for external lettings as required, moving furniture and equipment as necessary and restoring to the original state.
20. Transport monies to and from the bank as necessary.
21. Receive and check goods in school.
22. Be responsible for the movement and distribution of furniture, equipment, stores, outside play equipment.
23. Assist other staff in moving heavy loads.
24. Remain familiar with the locations of all meters, stopcocks and energy devices.
25. Ensure work requests on the school maintenance spreadsheet are undertaken as expediently as possible and actions recorded in a timely manner.
26. Take energy readings on a monthly basis and submit to suppliers.
27. Ensure that the refrigerators are cleaned termly.
28. Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
29. Complete Safeguarding training on a regular basis as directed by the schools.
30. 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 carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.**



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## Person Specification

### Qualifications

- Good levels of Literacy and Numeracy
- IT literate
- Practical handyperson skills necessary to undertake general building maintenance, minor repairs and portering duties
- Able to use small industrial, electrical and mechanical equipment

### Experience

- Experience and understanding of the day to day management of a public building, including security, heating, lighting, cleaning and maintenance
- Experience of working in a team

### Personal and Professional Qualities

- Ability to follow procedures and written instructions, organise and prioritise workload
- Ability to be self-directed and motivated and work on own initiative
- Ability to communicate effectively with all members of the school community
- Ability to maintain all relevant paperwork
- Ability to deal on a credible level with contractors
- Ability to work to deadlines
- Practical approach to problem solving
- Flexible, reliable and trustworthy
- Suitable to work with children
- Must have an appreciation of confidentiality

### Ability, Skills, Knowledge

- Evidence of skills including the ability to plan, schedule, monitor and evaluate and to work on own initiative
- Knowledge and understanding of Health and Safety issues and legislation and the ability to apply the regulations
- Able to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Ability to prioritise and adapt to changing and conflicting demands
- Ability to contribute to the life of the school
- Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, Safeguarding and Child Protection Policy and all Health & Safety related Policies
- Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

### Other Factors

- Willingness to support the school ethos and policies
- Willingness to undertake further training as required
- Must be prepared to act as a key holder and to attend callouts outside normal hours if necessary
- Must be prepared to work over-time when required