

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Premises Assistant

£28,929 - £31,074 (NIC Scale 4, points 6 to 11)

FULL TIME HOURS 6.30am - 2.30pm or 10am - 6pm,

Monday to Friday - 36 hours per week

Job Purpose	To work under the instruction of the Premises Manager/School Business Manager (SBM), to maintain the fabric and grounds of the school premises as a safe working environment. Liaising daily with the Premises Manager/SBM on safety, security, caretaking and hygiene issues. Ensure the security of the school premises.
Key Responsibilities and Duties	<p>Site Security</p> <ul style="list-style-type: none">• Act as a keyholder for the school site, unlocking the site each morning, or locking and securing all access and egress points and setting the alarm at the end of the day• Ensure all lights are switched off at the end of every day• Be on the school's keyholder list and respond to the school's security alarm if required• Take responsibility for ensuring all staff and contractors are properly signed in and out and have left the building at the end of the school day <p>Health & Safety</p> <ul style="list-style-type: none">• Ensure fire doors are not blocked whilst staff/students/contractors are onsite• Act as a fire marshal, including responding to the fire alarm, checking the fire panel and liaising with the emergency services• Ensure that major emergencies: fires, electrical and gas issues are reported immediately and site users are safeguarded e.g. by evacuating the premises and assisting emergency services• Respond to incidents e.g. ensure leaks, flooding, equipment/plant breakdown and breakages are dealt with promptly and safely as appropriate• Carry out safety checks of the school buildings, fittings and fixtures, and undertaken minor repairs where necessary and report issues that need further attention• General site supervision, including prevention of trespass, ensure that unauthorised parking does not occur, and in conjunction with Premises Manager/SBM, ensure the safe use of the school site at all times• Escalate hazards/risks to the Premises Manager or a senior manager as soon as possible• Maintain tidy and organised workspaces and storage areas• Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions• Ensure the safe and secure storage of all toxic and flammable substances• Deal safely with spillages, sickness and other noxious substances e.g. animal faeces• Liaise with the Premises Manager/SBM and ensure the school site is safe in adverse weather, e.g. clearing ice/snow and gritting

- Input into risk assessments and follow risk management protocols
- Ensure safe working standards are observed at all times, and adhere to and promote the school's policy and procedures in relation to health and safety
- Follow the school's procedures relating to manual handling and lone working

Site Hygiene and Maintenance

- Deal with maintenance issues as required, e.g. blocked toilets, change lightbulbs, remove graffiti and undertake minor repairs
- Check staff and pupil toilets and deal with any issues
- Ensure that consumables are filled up throughout the building e.g. soap, sanitizer, toilet rolls and tissues
- Maintain stock levels, e.g. consumables, as above, and order more stock with the SBM's authorisation
- Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture
- Provide customer service to colleagues e.g. assist with moving of equipment and furniture and hanging displays
- Promote and adhere to recycling and environmental initiatives set up by the school and local council
- Monitor tidiness and hygiene of communal areas e.g. staffroom and tea point. Empty waste water trays in dispensers. Empty recycling bin.
- Wash exterior and wipe/vacuum interior of minibuses
- Under the supervision of the SBM, liaise with other contractors when they are onsite. Ensure contractors are signed in and follow the school's safety and safeguarding procedures
- Check the grounds for hazards and pick litter
- Report external issues e.g. vandalism, defects in fences or hard surfaces
- Check and disinfect water fountains
- Minor grounds maintenance as directed, e.g. watering plants, clearing leaves, unblocking drains and gutters
- Occasional painting and decorating

Other Duties and Responsibilities

- Work additional hours by agreement and with a degree of flexibility, e.g. extend hours to cover some of the Premises Manager's annual leave, school events etc
- Communicate effectively with the Premises Manager and SBM, to ensure the safe and efficient running of the site
- Attend meetings and discussions, which contribute to the overall ethos/work/aims of the school
- Adhere to the Staff Code of Conduct, dress code and other policies relating to staff
- Demonstrate a record of excellent attendance and punctuality

	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed • Treat all information acquired through employment, both formally and informally, in confidence • Be aware of and support diversity • Appreciate and support the work of other professionals • Participate in training and other learning activities and performance development as required • Participate in first aid training as required • Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance • Use IT as appropriate to support your role • Any other duties as reasonably requested by the SBM/Head Teacher
<p>Safeguarding</p>	<p><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></p>