



# St Cuthbert Mayne

## Catholic Junior School

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**Headteacher: Mr Alex Sallis**

### JOB DESCRIPTION

<b>Job Title:</b>	Premises Assistant
<b>Responsible to:</b>	Site Manager/Premises Manager/Headteacher
<b>Responsible for:</b>	Maintaining a clean and safe school environment under the direction of the line manager
<b>Grade:</b>	H3, Point 5
<b>Hours:</b>	15 hours per week, 52 weeks per year
<b>Location:</b>	St Cuthbert Mayne Catholic Junior School

This job description is not necessarily a comprehensive definition of the post. It may be modified by the line manager, with your agreement to reflect changes which are commensurate with the salary, the role title and the school or Academy Trust development plan.

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### Job Purpose

To assist the line manager to provide a clean, healthy and safe environment for users of the school buildings and grounds.

### Personal and Professional Standards

- To support the aims and Catholic ethos of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people, and to report any concerns to an appropriate person
- To be aware of and comply with all relevant policies and procedures within the school and Academy Trust (incl. Code of Conduct, Health and Safety, Confidentiality, Data Protection)
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

### Main Areas of Responsibility

1. To undertake minor health and safety repairs.
2. To carry out, interpret and report statutory health and safety tests, using dedicated software.
3. To undertake portage duties (deliveries, furniture and equipment).
4. To undertake daily cleaning and scheduled litter pick of the school site.
5. To support the Line Manager in setting up for school functions as appropriate.
6. To set up and clear away for internal meetings as appropriate.
7. To deputise for the Line Manager when required.



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8. To lock up and secure the site at the end of each school day (not all locations - setting dependent).
9. To be a keyholder (not all locations - setting dependent)
10. To support with general maintenance repairs around the school site.
11. To carry out other jobs that may arise from the use of the premises.
12. To carry out any other task as requested by the Line Manager (or Headteacher)

### **Key Contacts**

- ASCAT Line Manager
- SLT
- Teaching and Support staff
- Students and visitors
- Building trades, contractors and appropriate LA staff
- Cleaning staff or contract cleaning supervisor (as appropriate)

### **Knowledge, Experience, Training**

- Experience of working in a school or similar environment is desirable but not essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Knowledge of efficient cleaning methods and materials is desirable
- Evidence of success in handyperson or DIY tasks is essential
- Minibus licence holder or willingness to obtain

### **Problems and Decisions**

- Advising the line manager of faults to the building, fixtures and fittings which require special attention
- The post holder is expected to act on his/her own initiative

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

*All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks through the Disclosure and Barring Service, references will be sought, and any other safeguarding requirements in place at the time of appointment, including a brief online check as detailed in the latest version of Keeping Children Safe in Education.*