

JOB DESCRIPTION

Job Title:	Premises Assistant
Responsible to:	Site Manager/Headteacher
Responsible for:	Maintaining a clean and safe school environment under the direction of the line manager
Grade:	H3, Point 5-6
Hours:	30 hours per week, 52 weeks per year
Location:	Relevant Hub

This role is as part of a Site Team for the Dacorum Hub which includes the four schools listed above. Primarily based at St Rose's and St Cuthbert Mayne, you may be asked to occasionally help out at one of the other schools, working alongside other team members, training and meetings.

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.

Job Purpose

To ensure that all aspects of the school site, both internal and external, are maintained to a high standard with regards to health and safety, security, and cleanliness. With direct responsibility for minor and day-to-day repairs, refurbishments and decorations of both a reactive and planned nature. All to be undertaken to ensure the whole School environment runs safely and efficiently.

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.
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)
13. To liaise with contractors working on site.

Key Contacts

- Line Manager (Site Manager)
- Head teacher
- ASCAT Director of Estates
- 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.

Safeguarding Statement

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. The successful applicant will be subject to an enhanced DBS check, at least two satisfactory references must be provided, and any other

safeguarding checks that are required at the time of appointment will be applied to the pre-employment process. All offers of employment are conditional and subject to safeguarding checks being met successfully. The Trust reserves the right to withdraw an offer of employment should it deem preemployment checks as unsatisfactory. Following the shortlisting stage, and prior to making a final decision, the Trust/School will collect and process information publicly available about you by conducting a brief online search using an internet search engine. We do this to ensure that the school acts in accordance with its obligations set out in the latest version of KCSiE. By signing the application form I understand that I am giving my consent for the Trust/School to carry out an online search if I am shortlisted for this post. The search would be part of the Trust/School's due diligence in line with the latest KCSiE guidance and would be limited to identifying any incidents or issues that have happened and are publicly available online. I understand that the Trust/School might want to explore any such incidents or issues with me at interview.