

Job title:	Premises Team (Site Assistant) MULTI-SCHOOL SITES (WIMBORNE AREA)
Grade:	Grade 6 (Scale point 6 - Scale point 9)
Reports to:	Premises Manager

Main job purpose

To ensure the school's buildings, grounds and furnishings are safe, secure and maintained to standards defined by the Trust's Health and Safety Legislation. The role reports to the Premises Manager.

To work under the guidance of the Premises Manager, performing routine security & maintenance tasks, compliance checks, administration, portage and activities to ensure that the school estate is fit for purpose.

To provide the QE Hire function for the school's programme of venue hire and other school/business events both inside and outside of the school opening times. Carry out a range of duties to contribute to the security, safety and maintenance of the school premises and those using it during hire and events.

To be responsible for the health and safety compliance of a hire activity or event in accordance with the event risk assessment and directions from the Premises manager. This includes fire safety and emergency first aid.

Main responsibilities and duties

1. As a key holder to be responsible for the security of the school premises and to support the Premises Manager in providing cover for periods of absence of other key holders.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarms or other call outs in accordance with agreed procedures, if required.
3. To be responsible for instructing school building users on the fire safety and first aid protocol including the emergency evacuation plan.
4. To complete the daily, unlock/lock up checklist and identify and report building, furnishing or fittings deficiencies to the Premises Manager and to undertake any remedial action that may be authorised and appropriate.
5. To comply with all H&S regulations and complete training as required. Use the H&S concern reporting process to advise of any concerns or phone if it is an emergency.
6. To be responsible for H&S compliance testing as and when required.
7. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work. Ensure that all visitors comply with our safeguarding policy and requirements.

8. To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required.
9. To set out/put away furniture for school exams/events, and undertake general portorage as required by the Premises Manager.
10. As requested, support the Premises Manager in delivering school events and lettings. To greet hirers at the start of the letting, assess their needs and be available to them during the letting, taking responsibility for their experience of the facilities and compliance with our policy and procedures.
11. To identify furnishing or fittings deficiencies, to undertake any remedial action that may be authorised and appropriate during the hire and report on work completed using the schools helpdesk system.
12. To assist with the monitoring of CCTV when required.
13. To assist with monitoring usage of electricity, water and any other fuel. Taking meter readings requested by the Premises Manager.
14. To maintain cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available.
15. To undertake any emergency cleaning needs and ad-hoc cleaning and litter pick/grounds clearing as and when required.
16. Electronic and paper administration as necessary to support the safety of the school and its users.
17. To be available for standby/callout with the duty mobile phone
18. The above lists are not exhaustive and other duties as required may be added to the job description

This job description may be amended at any time following negotiation and consultation. It will be reviewed annually as part of the appraisal process

Supervision and management

The post holder will be required to work a shift/rota system allocated over 7 days, including weekends and evenings sometimes without direct supervision due to the times of work and/or nature of the duties.

Decision making

Making appropriate arrangements to comply with safety and security. Also to arrange appropriate repairs to be carried out, as authorised by the Premises Manager responding in line with agreed school policies and procedures.

Problem solving and creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours.

Identification of health and safety hazards throughout the school premises.

Key contacts and relationships

Daily contact with the Premises Manager (or other nominated manager) and cleaning staff. General contact with other school staff, students and contractors/suppliers.

Resources

Basic understanding of the operation of school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided.

Working environment

Working in a busy school environment

Frequent physical effort, including walking around the site, lifting, climbing ladders. Handling and moving deliveries and portage of furniture and equipment may be required.

Occasionally will require some outdoor work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.

Flexible working, including evenings and weekends is a required part of this role.

Progression in Post (if applicable)

CPD is available as part of this role and the postholder will need to be willing to continue their personal development

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures

- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Sharon George & Cheri Draga
Date:	February 2025

Requirements	Essential	Desirable	Evidence
Qualifications & Education		5 GCSEs including English and Maths (or equivalent experience/vocational qualification)	Application Form Interview References
Knowledge & Experience	<ul style="list-style-type: none"> • Previous experience of working in premises and building maintenance environment • Experience of working with a team of colleagues and contractors to complete general property maintenance and repairs on the premises equipment and property structures. • Experience of HVAC, plumbing and heating, electrical and water installations and Health and Safety compliance. • Experience as a keyholder with overall responsibility for security and fire safety across a school estate. 	Experience of using BMS Building management system software or operating a premises plant room	Application Form Interview References
Skills	<ul style="list-style-type: none"> • Excellent organisational skills to maintain inspection and repair records <p>Fluency in English for all student and public-facing roles. Specifically to manage the contractors and stakeholder requirements in the learning environment</p>	Proven experience with communication skills.	Application Form Interview References Fluency in English see below*
Qualities	<ul style="list-style-type: none"> • Common sense and good use of initiative • Compliant (statutory testing and safety audits) • Tenacious 		Application Form Interview References

Requirements	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> • Responsible • Flexible and adaptable • Completer/finisher - ability to stay focussed • Professionalism 		
Relationships	<ul style="list-style-type: none"> • Have positive and mutually supportive relationships with all colleagues • Ability to promote the school across the wider community • Be approachable. 		Application Form References Interview
Safeguarding	<ul style="list-style-type: none"> • Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. • Good knowledge of relevant Safeguarding and child protection policy and procedures 	Awareness of potential Safeguarding issues	Interview References