

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Title: PREMISES ASSISTANT

Grade: Scale 3

School: WATERGATE SCHOOL

Section: Premises

Reports to: Premises Manager; Headteacher

Hours of work: 35 Hours Per Week, 52 Weeks Per Year

MAIN PURPOSE OF THE JOB

To work under the leadership of the Headteacher and the supervision of the Premises Manager to ensure that the school premises and grounds at both sites are maintained at a high standard, by undertaking whatever duties are reasonable.

MAIN DUTIES

- Deal with health and safety / maintenance issues under the direction of the Premises Manager
- Opening/ Locking up as required
- Carry out minor repairs and report defects to Premises Manager
- Engage in preventative maintenance in order to eliminate potential hazards
- Assist in completing all statutory testing requirements including the school pool and report to the Premises Manager
- Knowledge of fire precautions and equipment
- Assist with distribution of equipment / stock deliveries
- Moving furniture / equipment under the direction of the Premises Manager
- Assisting school staff with displays, repairs, productions
- Monitoring cleaning and ordering when necessary
- Setting up for meetings
- Errands e.g. locksmith, taking cash to bank, take post to post office
- Contact engineers to report faults
- Ensure that school buildings and playgrounds are free of litter and that bins are emptied on a regular basis
- Assisting Premises Manager with tasks as set out in the Rolling Programme of Works
- Support all school functions
- Cover for routine Premises Officer duties in the case of absence

- checking and cleaning up bodily fluids and checking soiling of toilet areas throughout the day subject to guidelines on health and safety
- ensure safe handling of chemicals in line with school health and Safety policy and COSHH assessments

SECURITY

- To ensure the security of the site and its contents and the provision of access and exit to the site for authorized persons. Will be a trusted main key holder which involves the role of premises security both during the day and final locking/alarming at the end of the day.

PERSONAL RESPONSIBILITIES

- To take responsibility for safeguarding and promoting the welfare of children
- To undertake training as appropriate
- At all times to carry out the responsibilities of the post with due regard to the councils Equal Opportunities policy
- To undertake any other duties in keeping with the grade and nature of the post

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PERSONAL SPECIFICATION

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The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

If you are a disabled person, and are unable to meet some of the job requirements specifically because of your disability, please say this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Those categories marked 'S' will be used especially for the purposes of shortlisting.

CATEGORY

SHORTLISTING CRITERIA (Marked 'S')

Job related knowledge/aptitude/skills:

Knowledge

- | | |
|--|---|
| ✓ Basic DIY | S |
| ✓ Basic knowledge of health and safety issues
including COSHH | S |

Aptitude

- ✓ To understand the need for and maintain confidentiality

Skills

- | | |
|---|---|
| ✓ Ability to deal professionally with staff, parents and
external organisations and visitors | S |
| ✓ Ability to follow instruction | S |

- ✓ Organised approach to prioritise works and successfully manage time
- ✓ Basic word processing skills and ability to provide data computerised asset management system S
- ✓ Car driver - full clean driving licence (Including D1 for minibus)

Experience

- ✓ Working unsupervised S
- ✓ Working as part of a team S
- ✓ Working with confidential material

Personal qualities

- ✓ Able to react calmly under pressure
- ✓ Able to relate to and communicate with children
- ✓ Punctual, reliable and conscientious

Equal Opportunities

- ✓ A commitment to implement the school's equal opportunities policy S
- ✓ Awareness of equal opportunities issues S

Circumstances

This post is exempt from the Rehabilitation of the Offenders Act. Any criminal conviction will need to be declared if you are appointed.