The LETTA Trust
Premises Assistant Job Description

Salary grade: Scale 4 point 7 - 10

Hours: 35 hours per week all year round

Contract type: permanent

Responsible to: Senior Premises Manager (SPM)

Main purpose

The Premises Assistant will share the Trust's values and vision for its pupils and, as part of the premises team, will play an active part in continuing to improve each school. The Premises Assistant will share responsibility for the school sites; for their appearance, for making sure they work well and for ensuring they are safe places to learn.

Duties and responsibilities:

1. To support the SPM to maintain and improve school buildings and grounds
2. Under the direction of the SPM undertake administration work including drawing up orders, checking deliveries and invoices, preparing estimates and undertaking stock checks
3. In consultation with the SPM, to ensure the proper planned maintenance of the site. To organise or carry out repairs and maintenance outside of the maintenance schedule including making appropriate emergency repairs personally
4. To maintain the security of the premises, ensuring that patrols are undertaken personally, that the school is opened and closed according to agreed guidelines, alarms and CCTV systems are properly maintained and used and keys are issued and secured appropriately. To act as one of the key holders and attend emergency call outs
5. To liaise with the security officer, safety officer, police and fire brigade on all aspects of security and fire safety, taking appropriate action in the case of a break in, theft or fire
6. To ensure the safe and efficient operation of all mechanical, electrical and heating services in the school and take appropriate action to ensure and monitor proper and safe levels of lighting, heating and ventilation
7. To be responsible to the SPM for maintaining the school in a safe and healthy condition, ensuring proper maintenance of all fire and other safety and emergency equipment, safe access and egress and the proper storage and use of materials
8. To ensure that you follow Health and Safety policies and guidelines so that the school meets legal requirements. To help maintain health and safety records for inspection by the Emergency Services and other organisations
9. To supervise contracted cleaning personnel ensuring that they are clear about expected standards of performance, monitor the performance of contract staff and provide feedback to the contractor when necessary

10. To ensure the site is clean and litter free and undertake the cleaning of slippery floors, floods, spillages and bodily fluids (which are not on students or their clothing)
11. To be a contact for contractors and oversee building projects ensuring that work is done to specification and that any errors or omissions are speedily remedied
12. To ensure the efficient and proper portage of furniture and deliveries within the school. To move furniture as required and to react to 'short notice' requests from the school
13. As directed by the SPM, liaise with surveyors/contractors and any other officers designated to the school on all areas of property, grounds and plant maintenance.
14. To be a point of contact with all external utilities
15. The securing and banking of all monies received by the school
16. To maintain an organised and efficient office for premises management

Managing own performance and development:

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems

General requirements:

- To work flexibly across all school sites that are part of the LETTA Trust and closely with the Headteachers and leaders in each school
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of our pupils and to follow the child protection procedures adopted by each school
- Undertake any professional duties commensurate with the grade of the post

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The post holder may be required to work outside of normal school hours e.g. to open or close the building for school events or oversee lettings
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature: **Date:**

Post holder's signature: **Date:**