



Job Description: Premises Assistant

Reporting to:	Facilities Manager
Start date:	As soon as possible
Contract:	Permanent
Hours:	36 hours, 52 weeks (<i>the working hours for this role is in a shift rota pattern, therefore one week will be 06:30am to 14:30pm and second week will be 11:00am to 19:00pm</i>)
Salary:	Grade 5 Support Staff

The Role

You will have experience working in a school or maintenance environment, with a strong capability for high-quality DIY tasks. You will also be solution-focused, proactive, and take great pride in the appearance of the school site. In this hands-on role, you'll play a crucial part in ensuring that our school is a welcoming, secure, and pristine environment for students, staff, and visitors. Collaborating closely with the Facilities Manager and premises team, you will undertake a variety of responsibilities that ensure the smooth operation of our Academy. Your tasks will include site maintenance, repairs, decorating, caretaking, gardening, security, waste management, and minibus driving, as well as supporting our sister school, Globe.

Key Responsibilities

- Ensure school buildings and grounds are secure and safe at all times.
- Escort visitors and contractors from the car park to reception, as required.
- Carry out premises daily and weekly routines consistently.
- Respond and complete all tasks requested through the helpdesk system promptly.
- To carry out repairs and maintenance tasks, as required.
- Maintain a litter free environment, ensuring that the site is always kept clean and presentable at all times.
- Undertake emergency cleaning, graffiti removal and any other ad-hoc cleaning, including toilet and window cleaning.
- Operate the Building Management Systems (BMS), CCTV system heating, ventilation, lighting, water supply, drainage, and sanitation systems.
- Ensure that appropriate premises related signs and notices are displayed at all times eg fire exits.
- Assist with fire and other evacuation procedures and always ensure all fire exits are accessible and that fire extinguishers are correctly positioned.
- Maintain paths and roads to be free of slip hazards, removing snow and treating ice, when required.
- Notify the appropriate agencies where there is a pest or vermin problem.
- Undertake various portage, administrative and letting duties, when required
- Move items of furniture and equipment around the academy and into storage.
- Receive deliveries for the school and transport to required destination.
- Assist in the main reception duties, when required,
- Support out of hour school functions, when required.
- To cover a planned roster that will respond to any out of hour emergency requirements.
- To help supervise all contractors on the school site

- Assist in maintenance of statutory documentation as per, daily, weekly, monthly premises task sheet.

Other

- Carry out other reasonable tasks as directed by members of SLT and your Line Manager
- To carry out first aid, fire marshal, gate duties, if required
- To undertake appropriate training in line with contractual duties
- To complete appropriate premises related apprenticeship training
- To be flexible in regards to working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- The post holder may be required to undertake other duties that are commensurate to the post holder's position.

Person Specification: Premises Assistant

Qualification Criteria

- Right to work in the UK
- Basic training in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems

Personal Characteristics

- Ability to work on own and as part of a team
- Approachable, adaptable, flexible, and calm with a 'can-do' attitude.
- Solution focused, hard working, conscientious and detail orientated.
- Organised, and able to work with minimum supervision
- Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence
- Keen to learn and develop own skills
- Able to drive and willingness to take a MIDAS test

Specific skills

- Practical understanding of health & safety and security procedures and practices
- Basic computer skills e.g. e-mail, MS Word, Internet.
- Skills in plumbing, electrical work, carpentry/joinery, painting
- Able to manage several projects at once, prioritising accordingly to meet deadlines

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.