**JOB DESCRIPTION**

**Job Title:** Premises Assistant

H3 range (£19,938-£20,324)

37 hours per week

The hours are flexible but initially 9 a.m. to 5 p.m.

Please note you may be required to work early mornings, weekends and evenings on occasion

**Responsible to:** Premises Manager

## Main Purpose: To contribute to the school by improving and maintaining the internal and external environments, in order to provide a clean and safe environment for users of the school buildings and grounds.

### Main Areas of Responsibility:

* To drive pupils in the school minibus between consortium schools, for sports fixtures and trips
* Security of the school’s buildings and grounds
* Ensure that the site is free from health & safety issues
* Promote an efficient and organised culture of completion of jobs
* General porterage duties, including movement of furniture and equipment within the school.
* Handyperson duties which may include minor repairs to furniture and fixtures and decorating tasks
* Carry out basic cleaning duties
* Such other duties which may arise from the use of the premises as requested by the Premises Manager
* To contribute to a working environment which supports equal opportunities and anti-discriminatory practice

**GENERAL**

To take part in:

* Professional development and training
* School performance management process
* Any other reasonable duties as requested by the Site Manager/School Business Manager/Headteacher

**Person Specification**

* Clean Driving licence
* Community spirit
* Good communication and interpersonal skills
* Good customer care Skills
* Flexible, reliable and adaptable
* Smart appearance
* Handyman/decorating skills
* Pride in work and school environment
* Excellent health
* Integrity