



**Premises Assistant**

**An exciting opportunity has arisen for a dedicated premises assistant to develop their career within our passionate and ever courageous community.**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive and model leadership and determination to the students and pupils within our rich and diverse community. We opened in 2012 with the vision to create a centre of excellence in the community.

We empower our teams by valuing the individual and personal development. Frequent line management meetings and allowing staff to have their voice and develop their own ideas and projects. Our staff’s wellbeing is key to creating a friendly supportive community within the school. Guided by our internal wellbeing committee we have a wide range of initiatives designed to improve the motivation and lives of our staff.

**The Role**

As a vital part of our Premises team, you will be responsible for the upkeep, maintenance, and smooth running of our beautiful, listed school. You will support the Operations team in ensuring the building and grounds of the Academy are maintained to a high standard, Health and Safety compliant and that all necessary checks are completed and recorded allowing the pupils to learn in a safe and clean environment. No day will be the same, you’ll be on the go monitoring the building, responding to any issues Via the Operations Shared inbox, completing general maintenance, and minor repairs. You will also ensure the Academy opens and closes on time. You are also a problem solver, and safety promoter. We will rely on skills to identify repair and making sure the facilities run like a clockwork. You will also ensure that we provide a safe and secure environment for our students, staff, and visitors by keeping others safe, your actions have meaningful impact.

**Reports to:** Operations Manager

**Start date**: Immediately

**Salary**: 40 hours Grade 5 Point 5-8 £23,837-£25,148

**Closing Date: 17th July 2023**

**Key Responsibilities**

* You will be responsible for unlocking and locking of the school building. Ensure school facilities are opened and closed at the required times throughout the school term and during School holiday periods. Typically, Monday-Friday however weekends may be required and are contractual.
* Manage deliveries within the school.
* Manage the refuse and its disposal.
* Set up classrooms, assembly halls, events, dining areas and sports hall as required.
* To assist with movement of furniture.
* Ensure that all plant and other equipment is available and working effectively.
* General maintenance the of school. Including painting and decorating, basic carpentry / plumbing / electrics.
* Carry out other reasonable duties as requested by the Operations Manager, Operations Supervisor or Core team.
* Provide a range of Facilities support in an effective manner. Undertaking planned and ad-hoc building maintenance tasks in and around the Academy, ensuring work is carried out to a high standard. Including being pro-active around the site to identify defects.
* Assist in managing the Operations Shared inbox. Log, prioritise and action tasks using the Every System, and to manage the health and safety issues as and when they occur.
* Ensuring a safe environment for the stakeholders of the school to provide a secure environment for teaching and learning.
* Oversee contractors who are on site ensuring they comply with H&S regulations, school policies and operating a permit to work system as required.
* To assist with grounds maintenance work, weed control, clearing of leaves/snow and any grassed areas, gritted/salted pathways, removal of litter, graffiti, and general tidying as and when necessary
* Assisting with issues related to the cleaning of the school
* To be available to support Parent evenings and other school events.
* To clean and check the school minibus on a regular basis.

**Health and Safety**

* Be trained and act as a Fire Warden and First aider.
* Work with the Operations Manager and Operations Supervisor to ensure compliance with Health and Safety legislation and best practices.
* Assist with maintaining risk assessments and management plans ensuring that they are up to date.
* Comply with action plans to rectify deficiencies identified.
* Work with the Operations team in conducting routine inspections and record keeping.
* Report and make safe any hazards or breaches on site (internal and external), reporting these to Operations Manager and Operations Supervisor.
* Follow fire safety and evacuation measures and ensure fire risk assessments are followed.

**Personal Specification**

* Be organised with good communication and interpersonal skills.
* Handyman/DIY skills
* Enjoy working in an environment where each day varies.
* Be adaptable, flexible, and able to react quickly to changing priorities.
* Work in a fast-paced environment
* Be computer literate.
* Have experience of caretaking, building maintenance or other relevant experience.
* Previous experience within a trade or with strong general maintenance skills is desirable.
* Able to meet the physical demands of the role.
* Be an excellent team player.
* The ability to be proactive and identify any areas of improvement and bring these to the attention of line manager

**School Ethos and Culture**

* Bolingbroke Academy’s has an ethos of high expectations, courage, and compassion, we want staff to act as a role model for these practices.
* Demonstrate high levels of ambition and optimism regarding what the Academy and its pupils can achieve.
* We value difference and embrace the individual.