**Job Description: Premises Assistant**

**Reports to:**                  Premises Manager

**Start date**:                    ASAP

**Salary:**                           Ark support scale band 5 – pay points 5 – 13, £23,837 - £27,494 (inner London).

**The Role**

Opportunity for an exceptional candidate to join our highly successful Operations Team, shaping a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in September 2021 to 180 year 7 students. We currently have 360 students and will continue to grow by 180 students each year until reaching full capacity in 2028.

Ark Soane Academy seeks to redefine what is possible in education: by insisting on the highest standards of behaviour; by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

As Premises Assistant, you will play an integral role on the team responsible for ensuring Ark Soane Academy is a safe, inviting and positive learning environment for students, staff and visitors.

**Key responsibilities**

**Buildings and Grounds Maintenance**

* Ensuring that furniture and equipment is set up as required across sites for classes, assemblies, dining and recreation
* Maintaining the academy building, grounds and utilities and establish and operate an agreed programme of planned preventative maintenance
* Regularly assessing the condition of the building, reporting any defects and assessing the nature and extent of any repair work required
* Managing all utilities in order to ensure quality of service and cost-optimisation
* Taking responsibility for the ordering, receiving, safe storage and delivery of goods and equipment, maintaining an up-to-date inventory

**Health, Safety and Security**

* Working with the Site Manager to ensure compliance with Health and Safety legislation and guidance
* Undertaking necessary training to act as crossing guard – ensuring the safe transition of students between sites
* Making safe any hazards on site, reporting any hazards or defects which cannot be resolved
* Ensuring that risk assessments are up-to-date and implementing any action plans to rectify deficiencies
* Managing and supervising contractors whilst they work on site
* Ensuring systems are in operation to keep the academy secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the academy is closed

**Catering support**

* Working with the Catering Team to ensure the effective provision of break time and lunchtime dining service

**Other**

* Carry out other reasonable tasks as directed by the Site Manager or school leadership team

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**Person Specification: Premises Assistant**

**Qualification Criteria**

* First Aid qualification, desirable Right to work in the UK
* IOSH certification desirable but not essential
* Relevant First Aid qualification is desirable but not essential

**Experience**

* Experience in building maintenance or other relevant experience, ideally within an educational setting
* Ability to organize, manage and supervise the work of others
* Knowledge of and experience of using Building Management Systems
* Experience in the management of service and maintenance contracts
* Understanding of key regulations (such as health & safety, fire and manual handling) and the ability to apply these regulations
* Ability to use computer control systems (BMS) and standard Microsoft Office packages
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every student
* Deep commitment to the Ark mission of providing an excellent education to every student, regardless of background
* Excellent team leader capable of managing, motivating and developing a team
* Resilient team-player with a ‘can-do’ attitude who takes initiative
* Organised and self-motivated with the ability to prioritise tasks, juggle multiple priorities and work calmly under pressure
* Strong commitment to providing a high quality service
* Communicates tactfully and effectively with people at varying levels
* Relishes the challenges a school environment can generate on a day to day basis

**Other**

* The post holder must be able to meet the physical demands of the role
* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced DBS disclosure

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.