

Job Description: Premises Assistant

Reports to:	Premises Manager
Location:	Ark Evelyn Grace Academy
Contract:	Full Time, Permanent
Working Hours	36 hours, 52 weeks (the working hour for this role is in a shift rota pattern)
Salary	Ark Support Grade 3 point 2-5 (£24,520-£25,762)

The Role

As Premises Assistant, you will support and assist in all aspects of the facilities management of the site, ensuring the smooth running of day-to-day activities and resolving issues quickly and effectively to maintain a safe, pleasant and effective learning environment for our students, staff and visitors.

With excellent written and verbal communication skills, our ideal candidate will be comfortable working with colleagues and partners at all levels, exercising tact, diplomacy and confidentiality where appropriate.

Key Responsibilities

- To act as Number 2 Key-holder, responding to emergency callouts and take responsibility for the installed alarm system, making sure system is activated at times when the Academy is closed
- To ensure that the building is locked and secure at the end of the Academy Day and to unlock the Academy in preparation for the school day
- To patrol the building, after having locked and secured the building, at least once each evening. All windows should be closed, and potential intruder entry-points monitored
- To regularly check on the condition of the building and report to the Premises Manager or delegated person the nature and extent of needed repair work
- To undertake certain minor repairs, when necessary, e.g. replacing tap washers, minor carpentry repairs, etc
- To take responsibility for all school furniture, fixtures and fittings including maintaining an inventory; to report back regularly to the Premises Manager over issues concerning furniture. To ensure an effective distribution of classroom furniture
- To ensure that all paved and tarmacked areas of the school are kept in a tidy state, during icy conditions to use rock salt on paths and playground to reduce problems with ice
- To assist with general maintenance on the school site, e.g. replacing light bulbs cleaning gutters, unblocking drains, cleaning windows
- To assist with general repairs as required
- To assist with larger maintenance projects, e.g. decorating of school, refurbishment of areas
- To assist with the preparation and maintenance of the sports and amenity areas of the school
- To assist in maintaining all hard surface areas and paths are free of litter and debris
- To help set up and clear away areas booked for internal and external events such as examinations, detention, parents' evenings and concerts.

Academy Culture

- Support the Principal and other strategic leaders in fostering a strong sense of Academy community and ethos, aligned to the Academy mission, among both staff and students
- Support the Academy's values and ethos by contributing to the development and implementation of policies practices and procedures

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.
- Vision aligned with Ark's high aspirations and high expectations of self and other

Other

- Carry out other reasonable tasks as directed by the Principal, Vice Principal for Business and Community and the Premises Manager
- To undertake fire marshal duties, if and when required
- To undertake exam invigilation duties, if and when required
- To undertake morning and afternoon playground duties, if and when required
- To operate the cashless catering tills, if and when required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g. parents' evenings

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: Premises Assistant

Qualification Criteria

- Right to work in the UK
- Maths and English GCSE at grade C or above
- Relevant Health and Safety qualifications and/or willingness to undergo training as required

Experience

- Experience of working in a school
- Experience of running effective administrative, clerical, ideally within a school setting
- Understanding and ability to apply regulations (such as health & safety, manual handling regulations etc.)
- Knowledge and ability to operate electrical / mechanical systems

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults

Specific skills

- Excellent numeracy, particularly financial skills
- Willing and able to learn and operate new IT systems and databases
- Excellent time management skills
- High attention to detail
- Excellent administrative and organisational skills
- Understands the importance of confidentiality and discretion
- Excellent written and oral communication skills
- Highly computer literate, with particular skill in using Microsoft Office
- Able to write clearly and concisely and to produce and maintain documents and systems.
- Able to prioritise workload and hit 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.