

Job Description: Premises Assistant

Reports to: Premises Manager
Start date: September 2022
Hours of work: Part time hours

The Role

As Premises Assistant, you will play an integral role on the team responsible for ensuring Ark Pioneer Academy is a safe, inviting and positive learning environment for pupils, staff and visitors. You will work to ensure the highest quality of site maintenance.

Key responsibilities

Buildings and Grounds Maintenance

- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- Keep all areas clean, safe, appropriately stocked and ready for use
- Regularly assess the condition of the building, reporting any defects to the Premises Manager
- Deliver goods around the academy as required
- Oversee the daily contract cleaning, meeting regularly with the Cleaning Supervisor and organising deep cleans and ad hoc cleaning cover as required

Health, Safety and Security

- Be a key holder for the academy site (The post holder may be called outside of normal working hours to deal with security problems or for emergency repairs)
- Ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy
- Work with the Site Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
- Act as an academy first aider
- Work with the Site Manager in conducting routine inspections and keeping records
- Report and make safe any hazards on site (internal and external)
- Manage and supervise contractors whilst they work on site as required
- Work with the Site Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use
- Work with the Site Manager to ensure the general security of the buildings and grounds, including making sure CCTV, entry systems and intruder and fire alarms are set when the academy is closed

General Caretaking

- Replenish caretaking consumables (e.g. paper towels, soap, toilet rolls, hand sanitiser) and ensure stocks are held securely for use in academy
- Move furniture and stage equipment as directed by the Principal

- Cover ad hoc cleaning and maintenance requirements for both internal and external areas as required, ensuring a hygienic and safe working environment for staff, pupils and visitors to the academy.

Lettings

- Liaise with external lettings company to ensure safe hand over of premises
- Work with Principal to train lettings staff as required on fire systems/alarms/building use
- Regularly assess the condition of the rented areas including pitches, reporting any defects and assessing the nature and extent of any damage

Customer Care

- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the academy's ethos and values
- To present high standards of personal appearance in accordance with the academy's ethos and values.

Other

- Carry out other reasonable tasks as directed by the Premises Manager or Principal



Person Specification: Premises Assistant

Qualification Criteria

- Right to work in the UK
- Relevant trade qualification desirable but not essential
- Relevant First Aid qualification is desirable but not essential

Experience

- Experience of building maintenance or other relevant experience
- Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
- Ability to monitor the work of others (e.g. contractors and cleaners)
- Ability to use computer and undertake administrative tasks
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing desirable

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Deep commitment to the Ark mission of providing an excellent education to every pupil, regardless of background
- Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
- Strong commitment to providing a high quality service
- Communicates tactfully and effectively with people at varying levels

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.