



Job Description: Premises Assistant

Reporting to:	Premises Manager
Location:	Ark Soane Academy
Contract:	Permanent
Working Pattern:	Full time (Standard hours are 0630-1430 and 1130-1930 on alternating weeks. Occasional weekend work may be required).
Salary:	Ark Support Band 4, pay points 3 – 7 £22,607 - £24,278

The Role

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

You will support the management and operations of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors.

Key Responsibilities

Health, Safety and Security

- Work with the Premises Manager to ensure compliance with Health and Safety legislation and guidance.
- Act as first aider and fire warden
- Work with the Premises Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use.
- Work with the Premises Manager to ensure the general security of the buildings and grounds.
- Assist with maintaining risk assessments and management plans ensuring that they are up to date and comply with any action plans to rectify any deficiencies identified.
- Follow fire safety and evacuation measures and ensure fire risk assessments are followed.

Maintenance & Cleaning

- Carry out simple repairs and general maintenance, carrying out works safely and to a high standard to help keep it in a good state of repair and appearance.
- Promptly identify and make safe any hazards on site, reporting these to the Premises Manager.
- Work with the Premises Manager in conducting routine inspections and keeping records using the building management system.
- To ensure that all plant and other equipment are available and working effectively during the opening hours of the academy and adjusted as required for evening and weekend use.
- Promptly dispose of waste in accordance with legislation.

Portering & Setups

- Receive and process deliveries, taking them to the appropriate place within the Academy.
- Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required and ensuring rooms are clean and presentable.

Other

- Supporting the staffing of student entrance/exit points at the start and end of the school day.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Actively promote the safety and welfare of our children and young people

- Undertake other responsibilities as reasonably directed by the Premises Manager or a member of the Senior Leadership Team.

Person Specification: Premises Assistant

All requirements below are essential unless otherwise indicated.

Qualifications

- GCSE at grade C or above (equivalent) Maths and English
- HSE First Aid at Work (desirable)
- Other relevant health and safety qualifications and/or willingness to undergo training as required.

Knowledge, Skills and Experience

- Experience in building maintenance, ideally within an educational setting.
- Skills in basic decorating, plumbing and handyman tasks.
- Skills in electrical, carpentry/joinery and glazing tasks (desirable).
- Knowledge of and experience of using Windows and MS Office.
- Knowledge of and experience of using a CAFM system (desirable).
- Experience in general administrative tasks.
- Experience in monitoring the work of others such as cleaners and contractors (desirable)
- Understanding and ability to apply regulations (e.g. HASAW, PUWER, LOLER etc.) (desirable)
- Able to meet the physical demands of the role including working at height and manual handling.

Behaviours

- Excellent interpersonal & communication skills, able to motivate and manage others effectively.
- Professional outlook, detailed-orientated and able to multitask and meet deadlines.
- A team player that can work collaboratively as well as using own initiative.
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and an understanding of how and when to take appropriate action.

Values

- Genuine passion for and a belief in the potential of every pupil
- Commitment to the safeguarding and welfare of all pupils
- Belief that every student should have access to an excellent education regardless of background.

Other

- This post is subject to an enhanced Disclosure and Barring Service check
- To undertake any other responsibilities as directed by your Line Manager or the Principal

Ark Schools 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.