



Job Description: Premises Assistant

Reporting to:	Premises Manager
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time, 36 hours per week, 52 weeks per year
Salary:	Ark Support Scale 4: Pay Points 3 – 7 Outside London, £18,562 - £20,092 per annum

The Role

As part of the premises team you will play an integral role working with Premises Manager to ensure the academy is opened and closed to timescale and ensure security. You will provide a positive first impression to all visitors and assist the Premises Manager in ensuring the buildings (internally, externally, and grounds) are maintained to a high standard so that students and staff may work effectively and safely. You will comply with legislation and guidance as it relates to this post and ensure that rooms are set up, clean and safe for lettings and other events and that the buildings and grounds are secure.

Responsibilities

Buildings and Grounds Maintenance

- To undertake site and maintenance work on the grounds
- To undertake planned building maintenance tasks in and around the academy, ensuring that work is carried out safely and to a high standard
- To cover ad hoc maintenance requirements for both internal and external areas as required
- Ensure a hygienic and safe working environment for staff, students and visitors to the academy
- To undertake general maintenance work
- To keep all welfare areas hygienically clean during the day and stocked with soap, toilet paper and hand towels
- To mop up any spillages and clean up any bodily fluids, vomit and other soiling as soon as practical.
- To remove any internal and external graffiti promptly
- To keep all paths, play areas, grassed areas, flower beds and entrances free of hazards, moss and weeds
- To undertake daily litter picks
- To keep paths and entrances free of snow and ice
- To keep gullies, drains, drain gratings and down pipes clear and running freely. Unblocking and disinfecting as required
- To dispose of all refuse promptly and in accordance with legislation and store away from the main building
- To report any defects of buildings, furniture, fittings and equipment to the Premises Manager or Operations Manager
- To set up classrooms, assembly hall, dining areas and sports halls as required for teaching, assemblies, performances, open days, and examinations



Security

- To work with the Premises Manager to ensure cover for all agreed academy opening hours which may include evening and occasional weekend use as part of a shift pattern
- To work with the Premises Manager to ensure the general security of the buildings and grounds. Ensure all windows are closed securely, and that doors are shut and locked securely in the main academy building/out buildings, and also operate alarms
- To be a key holder for the academy site
- The post holder may be called out at unsociable hours, weekends and holidays to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site
- To ensure that all reasonable steps have been taken to prevent trespassing in the grounds (telephone police, if necessary)
- To prevent unauthorised/ unsafe parking on the academy site
- To ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy

Health and Safety

- To work with the Premises Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
- To work with the Premises Manager in conducting routine inspections and keeping records
- To undertake training for the role as directed by the Premises Manager
- To report and make safe any hazards on site (internal and external)
- To ensure that if hazardous substances are used these are stored and disposed of appropriately and that they are used in accordance with instruction and risk assessments
- Act as first aider and fire warden
- Follow fire safety and evacuation measures and ensure fire risk assessments are followed.

Other

- To deliver goods around the academy as required
- To undertake various other responsibilities as directed by line manager
- To participate in performance management in accordance with academy policy
- To demonstrate a commitment to equality of opportunity for all members of the academy community
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow child protection procedures
- To comply with all academy policies and protocols
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Premises Assistant

Knowledge, Skills and Experience

- Relevant trade qualification (desirable but not essential)
- Experience of caretaking or building maintenance
- Experience of Health and Safety (desirable but not essential)

Behaviours

- Professional outlook, detailed orientated and able to multi task and meet deadlines
- An excellent team player, helpful, friendly and willing to undertake extra tasks as and when required to support colleagues
- Strong commitment to providing a high-quality service
- Able to take ownership of tasks and work with minimal supervision
- Good communication skills, with the ability to communicate tactfully and effectively
- Calm and professional under pressure
- Be able to use a computer and undertake administrative tasks
- Ability to follow relevant policies and procedures effectively
- Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and an understanding of how and when to take appropriate action.
- To take responsibility in keeping up to date with the Academy's policies and procedures
- Genuine passion for and a belief in the potential of every pupil
- Understanding of the importance of confidentiality and discretion

Other

- Right to work in the UK
- The post holder must be able to meet the physical demands of the role including working at height and manual handling
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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.