

Job Description: Premises Assistant

Reporting to:	Site Manager
Location:	Hastings
Contract:	Permanent
Working Pattern:	Full Time, Shift Pattern (25 days annual leave)
Salary:	Ark Support Scale 3: Pay Points 8 - 14, £16,626 - £17,681 per annum

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 an academy first aider
- 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
- Work with the Premises Manager in conducting routine inspections and keeping records using the building management system
- Report and make safe any hazards on site (internal and external, reporting these to Premises Manager)
- Follow fire safety and evacuation measures and ensure fire risk assessments are followed

Buildings and Grounds Maintenance

- 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
- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- To ensure that all refuse is disposed of promptly and in accordance with legislation
- Deliver goods around the academy as required

- To undertake cleaning and general maintenance and remedial works in-house, calling on contractors if required and Reporting any defects of buildings, furniture, fittings and equipment to the Premises Manager
- To work with the cleaning team to ensure that all areas of the building are clean and ready for use as required

Lettings

- Oversee lettings during the evenings, ensuring that rooms are adequately set up and that the condition of the Academy premises is assessed before and after events, taking responsibility for the health and safety of the hirers whilst on the academy premises.
- Open and lock up and secure the Academy's premises before and after lettings, following the opening and closing procedure
- Undertake reception duties, answering the phone, greeting visitors, ensuring DBS requirements are adhered to where required

Other

- 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

Qualifications

- GCSE at grade C or above (equiv) Maths and English
- Relevant first aid qualification, or a willingness to work towards it
- Relevant health and safety qualifications or willingness to undergo training as required

Knowledge, Skills and Experience

- Experience of building maintenance, or relevant experience, ideally within an educational setting
- 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
- Must be able to meet the physical demands of the role

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- A flexible and adaptable approach and the ability to work a varying shift pattern.

Other

- Right to work in the UK
- 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.