



Job Description: Premises Assistant

Job Title:	Premises Assistant
Location:	Bishop Chavasse Primary School
Grade:	KR3
Salary:	FTE £18,425
Reports to:	School Business Manager
Working Time	15 hours per week. Weekday hours 7am – 10am (There may be some flexibility in these times depending on suitability of candidate; together with potential for additional hours) 52 weeks per year (with annual leave entitlement – 25 days + 9 bank holidays)

Purpose of Role:

To support the School Business Manager and Headteacher with the security, maintenance and enhancement of the premises so that as a resource it most effectively supports the educational needs of the staff and pupils.

Summary of Key Duties:

- Opening and closing of School premises, including for the purpose of lettings, functions, maintenance and emergency services as required.
- Ensuring the School is a safe and clean environment.
- Checking the site regularly for any potential Health and Safety issues, taking corrective action where necessary.
- Carrying out routine maintenance and minor repairs or small general maintenance tasks as required
- Assisting the cleaning team ie. Cleaning floors, toilets, windows and any other ongoing necessary works to ensure a tidy appearance is maintained.
- Collecting and assembling of waste for collection.
- Providing a portering service for any deliveries to the site.
- Assisting staff in the setting up of classrooms or communal areas as and when requested.

Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.

Person Specification: Premises Support Assistant

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process.

It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a 'good fit' for the role as described.

We are an organisation committed to developing all of our staff through Trust-wide mentoring and support arrangements. We will work with the new post holder to secure the most appropriate training and professional development opportunities.

Qualifications and Experience

- Basic written and numeric skills appropriate to the job and to communicate politely and courteously.
- Punctual, reliable and trustworthy
- Ability to work on own initiative, unsupervised, as well as within a team.
- Ability to follow and work within set routines.
- Ability to form effective working relationships needed for the job.
- Understanding of importance of health & safety and to follow the school's Safety procedures relevant to the job.
- Ability to recognise and to deal with emergency situations.
- Prior experience of working in general building/maintenance roles an advantage.
- Willingness to undergo further training.
- Sympathetic to the core aims and ethos of the school.