

PARADIGM TRUST

JOB DESCRIPTION		
Post Title: Premises assistant Working on a morning, evening, shift pattern. 52 week contract.	Grade:	Scale 3 Range Point 14 -17
Department: Facilities Department		
Responsible to: Premises Manager Responsible for General maintenance, Cleaning, Sports lettings Security of school		

MAIN PURPOSE OF THE JOB

The Premises assistant has responsibility for:-

- Opening and closing of school including security checks and activating intruder alarm. Salting, clearing walkways in inclement weather.
- Being a key holder for the school
- Undertaking general minor maintenance for plumbing and electrical defects, and carrying out decorating projects.
- Moving equipment materials and deliveries around the school as required. Checking the deliveries to ensure everything has been delivered.
- Emptying rubbish, recycling bins and litter picking school grounds and surrounding perimeter fence.
- Removing graffiti.
- Carrying out weekly and monthly statutory duties such as legionella testing.
- Carrying out cleaning duties as required by the premises manager. Including faeces and vomit clearance.
- Stocking cleaner's cupboards with equipment, cleaning materials.
- Reporting any H&S issues to the Principal and Premises Manager.

- Undertaking daily checks of plant and equipment and reporting any defects back to the premises manager.
- Setting up halls and other rooms as instructed by the Principal or Premises Manager.

Additional Duties

1. Play a full role within the life of the school community, support its ethos and encourage all staff and students to follow this example.
2. Promote and support all school policies.
3. Continue personal professional development.
4. Willing to be on an out of hours call out list for events that happen at the school. Overtime would be paid if called out.
5. Occasional weekend working would be required as requested by the premises manager

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the Department.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Signed _____ **Date** _____
Postholder

Signed _____ **Date** _____
Principal

Job and Person Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

Paradigm Trust		
Premises assistant		
	A (assessed at application)	I (assessed at interview)
Qualifications		
1. A mechanical or electrical qualification. (Desirable)	X	
2. A Health and Safety qualification. (Desirable)	X	
3. First Aid at Work certificate. (Desirable)	X	
Experience		
4. Having previous experience in a similar role would be beneficial. (Desirable)	X	
5. Having worked previously in a school environment. (Desirable)	X	
Knowledge and understanding		
6. An understanding of PPM and statutory testing requirements.		X
7. Awareness of Health and safety legislation.	X	
8. Awareness of COSHH. (Desirable)		X
9. Have a basic knowledge of computers and report writing.		X
10. Basic literacy skills.	X	
11. Basic numeracy skills		X

	A (assessed at application)	I (assessed at interview)
Skills and Abilities		
12. A basic knowledge of and ability to work with all types of plumbing and electrical maintenance.		X
13. Able to carry out procedures, follow instructions and adapt to a routine.		X
14. Proven ability to perform day to day repair and maintenance tasks around a premises (Essential)	X	
Monitoring, Evaluation & Review and Accountability		
15. Able to work within a small team.		X
16. Confident to instruct sub-contractors to carry out their work according to high working standards, including safety standards.		X
Additional		
17. A car driving licence would be required for this role.	X	
18. Morning and evening shift working, and availability for emergency call out applies to this role.	X	
19. The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.		X

Applicants should note that all of the above will be tested as part of our robust selection process and should ensure all of the criteria are evidenced in the written application. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.