

St Peter & St Paul Carbrooke Church of England Primary Academy & Nursery

Headteacher: Mrs Hannah Wheeler

Church Street, Carbrooke, Thetford, Norfolk IP25 6SW

Tel: 01953 881537 Email: office@st-peter-st-paul.norfolk.sch.uk Web: www.carbrookeschool.co.uk

Job Description

Job Title:	Premises Assistant
Role:	Permanent
Salary:	Salary Scale C Point 4
Responsible to:	Headteacher

Main job purpose

- Under the direction of the Headteacher and in accordance with the practices and procedures of the Academy, to ensure that the school premises and contents are properly maintained, secured and ready for use.

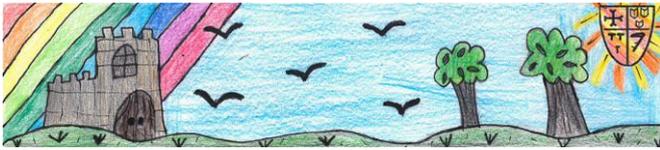
Primary Accountabilities

Security and Associated Duties

- The Premises Assistant has a 24-hour responsibility for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the Headteacher.
- Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.
- To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed, liaising with the emergency services including calling out as required.
- Reporting acts of theft or vandalism to Head teacher as necessary

Lettings

- Complying with instructions received from the School Secretary concerning letting procedures and carrying out as per lettings agreement.
- The premise assistant may be required to be available during the course of the letting to give assistance to the hirer relative to the facilities hired.



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Heating and Lighting

- To ensure that heating and lighting systems and other equipment are working properly,
 - Check control system functions
 - Report all defects to the School Secretary and contact engineers as instructed
- Regulate heating/ventilation as necessary

Energy Conservation

- In conjunction with the Headteacher implement all agreed energy conservation activities
- Read, record and report all meter readings as per Academy H&S Policies
- Inform the School Secretary of any energy conservation concerns

Premise Management

- Highlight any hygiene issues / cleaning requirements to the School Secretary
- Replenishment of hygiene resources for all rest rooms and classrooms
- Report equipment and plant faults to the School Secretary and contact engineers as instructed

Site

- Inspect the outside fabric of school, reporting defects and agreeing appropriate actions with the School Secretary
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974
- To be fully aware of and to comply with all Academy instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- Ensuring the equipment store rooms and boiler room are kept in a tidy manner
- To undertake handyperson duties, including minor repairs to property, fixtures, fittings and equipment both internally and externally
- Keep the entrance to the school, inside and outside, clean and clear of obstructions at all times

Manual Handling & Furniture/Equipment Moving

- The Premises Assistant must move such items of school furniture / equipment as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.



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Grounds Maintenance

- Liaise with the grounds maintenance contractors
 - Raising any work requirements and any discrepancies to the attention of the contractor and refer ongoing problems to the School Secretary
 - Checking gardening duties, pruning, and clearance to ensure unrestricted access and use of premise including the perimeter fence
- Undertake outside duties, for example clearance of drains, snow clearance, treatment of surfaces with salt, etc.

General

- The Premises Assistant must be aware of and comply with all current guidance, policies and procedures relating to premise management, health and safety, safeguarding and ensure that they are in accordance with statutory, trust and academy requirements at all times.
- Complete Health and Safety documentation and compliance checks for the school in accordance with statutory, trust and academy requirements.

The Premise Assistant must ensure that they have read, understood and act in accordance with current academy policies, particularly those relating to health and safety requirements

All work performed duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regard to the needs of the community we serve.

The Premise Assistant will be expected to be flexible in their duties and carry out other duties as requested by the Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.