



Premises Support
Job Description & Person Specification

Job Description

Job Title:	Premises Support
Pay Grade / Scale / Range:	NJC SCP 11 £17,007 per annum FTE £8.89 per hour
Benefits & Perks:	Flexible Working, Occupational Pension Scheme, Occupational sickness scheme
Working hours:	20:00 hours per week, term time only. Actual hours – see advertisement
Location:	Initially based at the New Bridge School Campus. Employees may be based within any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible for:	None
Accountable to:	Facilities Manager
Probationary period:	26 weeks

Job Purpose

To assist other members of the Premises team in the provision of maintenance and general security on school premises and sites to ensure a safe environment for staff, pupils and visitors to the school.

Main Duties and Responsibilities

1. Lock / unlock school buildings and areas
2. Maintain the security of school premises by securing entrances and exits, and dealing with any potential security breaches.
3. Operate and respond to alarm systems where appropriate.
4. Provide access to the school site out of school hours.
5. Assist with minor/simple repairs e.g. unblocking drains and minor plumbing.
6. Assist with regular routine health and safety checks e.g. fire alarms, water sprinklers, Legionella testing.
7. Operation of heating plant, cooling and lighting systems.
8. Empty litterbins, collect and assemble waste for collection, and support the schools' recycling activities.
9. Undertake day to day cleaning activities as directed by your line manager, including graffiti removal and litter picking, and undertake emergency cleaning duties, e.g. spillages (this could include bodily fluids).
10. Undertake activities to maintain a safe, clean and orderly learning and working environment, e.g. gritting, clearing paths of snow and leaves, and keeping drains clear.
11. Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.

12. Undertake basic record keeping and training as directed.
13. Replace light bulbs, lighting tubes and batteries and ensure that clocks are set to the correct time. Refill consumables, e.g. soap and towels.
14. Operate everyday equipment to fulfil the role in accordance with instructions.
15. Report faulty equipment and other maintenance requirements to the appropriate person.
16. Ensure lights and other equipment are switched off as appropriate.
17. Assist with receipt, distribution, collection and despatch of goods.
18. Assist and participate in the organisation and movement of furniture around the school, e.g. preparing halls for exams, assemblies or events.
19. Maintain and arrange orderly and accurate storage of supplies.

Standard duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the organisation.
3. To implement and uphold the policies, procedures and codes of practice of the organisation, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the schools, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of the team/organisation.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Site

It is expected that you will work across all sites within the New Bridge Group.

Other Responsibilities

To perform from time to time such other duties as the CEO may reasonably assign.

Use of Technology

The New Bridge Group is making increased use of computer technology and the majority of staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable timely and accurate information and communication. The Group will provide any necessary training.

Attendance at Meetings

As part of the communication processes in place to keep all staff informed and up to date about matters relating to their jobs and employment, staff will be required to attend meetings within their working time. Reasonable notice of these meetings will be given unless this is not possible due to exceptional circumstances.

Continuous Professional Development

All staff have a responsibility to continue their professional learning and development that supports them in carrying out their day to day roles. Staff will be supported in this through the Group's probationary period (all posts are subject to a six month probation period), Supervision (appraisal), Professional Review and Development and staff development processes.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.

APPLICANTS: PLEASE SUBMIT EVIDENCE OF PREVIOUS EXPERIENCE SKILLS AND ABILITIES ONLY AGAINST THE CRITERIA EMBOLDENED BELOW

Job Specification	
Selection Criteria	Assessed By
Education, Qualifications & Training	
Willingness to undertake training as required Willingness to gain First Aid Certificate. First Aid Certificate.	Application Form & Interview
Knowledge & Experience	
Experience of cleaning in a working environment, such as an office or a school to a required standard. Caretaking or site keeper in a school or similar environment	Application Form & Interview
General Skills and Abilities	
<p>Ability to work as part of a team.</p> <p>Ability to communicate well with adults and children.</p> <p>Ability to use a variety of cleaning equipment such as a buffing machine.</p> <p>Ability to complete straightforward paperwork as and when required.</p> <p>Ability to undertake basic DIY under supervision.</p> <p>Ability to work in accordance with the school's health and safety policies and the code of safe working practice for care taking premises staff.</p> <p>Able to undertake some tasks which need some physical effort and fitness appropriate to the duty.</p> <p>Able to undertake general building maintenance.</p> <p>Understanding of health & safety including moving and handling</p> <p>Understand and recognise the importance of having a secure and safe environment in the school</p> <p>Understanding the importance of safeguarding and confidentiality to protect pupils.</p> <p>To be able to be a key holder on occasions and attend to "call outs" outside normal working hours.</p> <p>Handy person/DIY experience to undertake general building maintenance and minor repairs</p>	Application Form & Interview