



Premises Assistant

Salary / grade range	Level 3 Scp 3-4 £18,562 - £18,933 FTE Whole Year - 25 hours 2pm to 7.00pm
Location	Co-op Academy Stoke-on-Trent
Reports to	Premises Assistant

Purpose of role:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Key accountabilities (and specific duties / responsibilities):

1. Ensure that buildings and sites are secure, undertaking daily security checks including locking and unlocking of buildings/gates at predetermined times.
2. Keep records relating to Health & Safety, Maintenance and Security (Updating Parago In-House system)
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake general portage duties including moving furniture and equipment within school
5. Using initiative and without supervision, undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site. Report all Maintenance issues to the Site Manager and keep a log of Repairs.
6. Replacing such consumables on the premises in appropriate locations, e.g. toilet rolls, soap, etc.
7. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)
8. Receive deliveries to the school site
9. Minor plant maintenance in accordance with agreed working practices and procedures. eg. lubrication of heating pumps
10. Collect and assemble waste for collection.
11. Periodic cleaning of designated areas of the school building and grounds according to instructions
12. Assist with event and examinations set-up.
13. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
14. Liaise with third party letting Agency with regards to use of academy buildings out of hours.
15. Act as a designated key holder, providing emergency access to the school site
16. Act as school contact in relation to premises related contractors
17. Organise testing for fire and health and safety procedures.
18. Occasional driving duties to assist with events/trips etc.



19. Any other duties appropriate to the post.

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.



Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none">• Knowledge / skills equivalent to current national qualifications level 2	E	A
Experience <ul style="list-style-type: none">• Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs..		AI
Skills, Ability, Knowledge <ul style="list-style-type: none">• Effective working knowledge of ICT packages, ideally G-Suite applications.• Appropriate Driving Qualification (D1 above 16 Passengers)	D E	AI AI



<p>Personal Qualities</p> <ul style="list-style-type: none">• Excellent verbal and written communication skills and able to communicate effectively with a range of stakeholders.• Resilient• Able to work under pressure and a determination to succeed• Willingness to learn and develop new skills.• A commitment to excellence.• Able to demonstrate a commitment to the behaviours and values of the co-operative movement.	E E E E E E E E E	AI AI AI AI AI AI AI AI AI
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.