

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### Premises Assistant

<b>Key Responsibilities and Duties</b>	<p><b>Site Security</b></p> <ul style="list-style-type: none"><li>• Act as a keyholder for the school site, locking and securing all access and egress points and ensuring the alarm is set at the end of every day</li><li>• Be on the school's keyholder list and respond to the school's security alarm if required.</li><li>• Take responsibility for ensuring all contractors are properly signed in/out and have left the building at the end of the school day</li><li>• Ensuring the site remains safe and secure throughout the school day to safeguard the school community</li></ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"><li>• Ensure fire doors are not blocked whilst staff/students/contractors are onsite</li><li>• Act as a fire marshal, including responding to the fire alarm, checking the fire panel and liaising with the emergency services</li><li>• Ensure that major emergencies: fires, electrical and gas issues are reported immediately and site users are safeguarded e.g. by evacuating the premises and assisting emergency services</li><li>• Respond to incidents e.g. ensure leaks, flooding, equipment/plant breakdown and breakages are dealt with promptly and safely as appropriate</li><li>• Carry out safety checks of the school buildings, fittings and fixtures, and undertaken minor repairs where necessary and report issues that need further attention</li><li>• Ensure statutory maintenance checks are completed and logged reporting to the premises manager promptly for any actions required</li><li>• General site supervision, including prevention of trespass, ensure that unauthorised parking does not occur, and in conjunction with Premises Manager/SBM, ensure the safe use of the school site at all times</li><li>• Deal with hazards/risks as soon as possible</li><li>• Maintain tidy and organised workspaces and storage areas</li><li>• Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions</li><li>• Ensure the safe and secure storage of all toxic and flammable substances</li><li>• Deal safely with spillages, sickness and other noxious substances e.g. animal faeces</li><li>• Liaise with the Premises Manager and ensure the school site is safe in adverse weather, e.g. clearing ice/snow and gritting</li><li>• Input into risk assessments and follow risk management protocols</li><li>• Ensure safe working standards are observed at all times, and adhere to and promote the school's policy and procedures in relation to health and safety</li><li>• Follow the school's procedures relating to manual handling and lone working</li></ul>
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	<p><b>Site Hygiene and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Deal with maintenance issues as required, e.g. blocked toilets, change lightbulbs, remove graffiti and undertake minor repairs</li> <li>• Ensure that consumables are filled up throughout the building e.g. soap, sanitizer, toilet rolls and tissues</li> <li>• Maintain stock levels, e.g. consumables, as above, and seek authorisation to order more stock where required</li> <li>• Undertake portering duties, e.g. moving deliveries to the intended departments, recycling paper and confidential waste and moving furniture</li> <li>• Provide customer service to colleagues e.g. assist with moving of equipment and furniture and hanging displays</li> <li>• Promote and adhere to recycling and environmental initiatives set up by the school and local council</li> <li>• Monitor tidiness and hygiene of communal areas e.g. staffroom and tea point. Empty waste water trays in dispensers. Empty recycling bins.</li> <li>• Assist with the maintenance and cleanliness of school minibuses</li> <li>• Check the grounds for hazards and pick litter</li> <li>• Report external issues e.g. vandalism, defects in fences or hard surfaces</li> <li>• Check and disinfect water fountains</li> <li>• Undertake minor grounds maintenance as directed, e.g. watering plants, clearing leaves, unblocking drains and gutters</li> <li>• Occasional general maintenance/DIY as required</li> </ul>
<p><b>Other specific duties/ requirements</b></p>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, to support its distinctive visions and values and to encourage staff and pupils to follow this example</li> <li>• Be aware of and comply with school policies and procedures relating to safeguarding, health &amp; safety, security, confidentiality and data protection</li> <li>• Report pastoral and safeguarding concerns/ incidents to DSL and record all information on CPOMS</li> <li>• Adhere to the Staff Code of Conduct, and other policies relating to staff</li> <li>• Demonstrate a record of excellent attendance and punctuality</li> <li>• Be aware of in-school procedures and confidential issues and to keep confidences appropriately</li> <li>• Maintain effective communication with all staff members</li> <li>• Demonstrate suitability to work with children</li> <li>• Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Appreciate and support the work of other professionals</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Participate in the school’s performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance</li> <li>• Any other duties as reasonably requested by the SBM/Headteacher</li> </ul>
<p><b>Safeguarding</b></p>	<p><b><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></b></p>