



Premises Assistant – Job Description

Job Title:	Premises Assistant
Job Type:	Support Staff - Admin
Contract type:	Full Time – Permanent
Location:	Queen’s Gate School (Senior and Junior Schools)
Department:	Bursary
Salary:	c. £34,000pa FTE
Line Manager:	Maintenance Manager

Job Summary

Reporting to and working closely with the Maintenance Manager the role is responsible for ensuring the School is presented to the highest standards, is fit for purpose and operates efficiently and effectively. The position will work alongside another Premises Assistant who works a late shift.

The hours for this role are 0630-1500 in termtime and 0700-1600 during holiday periods.

The Premises Assistants are responsible for supporting the general care, maintenance and upkeep of the school site and facilities, along with portering and assisting with the security functions. Main duties include:

- Opening and closing school buildings – including the setting of the intruder alarm
- Carrying out security, fire safety, maintenance and plant room patrols – identifying issues and reporting them to the Maintenance Manager
- Carrying out emergency light tests and fire alarm tests – including the resetting of the fire alarm panel
- Responding to alarms and carrying out the correct actions to ensure the safety of all those in the School
- Carrying out health and safety compliance checks as directed by the Maintenance Manager
- Setting up spaces correctly to meet the School programme – including the moving of furniture and other resources for meetings, functions and events
- Undertaking routine minor maintenance tasks and supporting the Premises team with larger tasks
- Assist in ensuring pupils safely enter and exit the School at the beginning and end of the day
- Carrying out general portering duties and distributing deliveries across the School
- Emptying general waste and recycling bins and clearing rubbish from the site
- Carrying out cleaning as required outside of the main contract cleaning hours

Applicants must hold a current UK driving licence driving and be physically able to undertake the above duties, including regular manual handling tasks, across a six storey building. Applicants must have a can-do attitude and be enthusiastic, flexible, helpful and friendly.



Key Relationships			
<p>Internal: Bursar, Senior and Junior School management teams, premises team, teaching and support colleagues</p> <p>External: Contractors</p>			
Person Specification		Essential	Desirable
Education / Qualifications /Experience			
<ul style="list-style-type: none"> • An understanding of H&S in the work place • A good team member and a willingness to contribute and learn • An understanding of the School environment and an appreciation of the above stated duties • An ability to communicate clearly with staff and pupils • A positive can-do flexible attitude, with the ability to identify issues and take appropriate actions • Hold a current UK driving licence 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	
Safeguarding			
<p>To promote and safeguard the welfare of children and young persons for whom the post-holder is responsible, or with whom they come into contact, and to adhere to and ensure compliance with Queen's Gate's Safeguarding Policy at all times.</p> <p>If, during carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, any concerns must be reported to the School's Designated Safeguarding Lead (DSL) in accordance with Queen's Gate's policies and procedures.</p>			