



## **JOB DESCRIPTION**

### **Premises Assistant**

**Line Manager: Premises Manager**

#### **Key Responsibilities**

The maintenance, security, and general smooth running of Radnor House Sevenoaks

#### **Key Role**

##### **Safety & Security**

- To assist with the efficient and safe use of the school premises
- To assist with the security of the premises together with the contents, including the opening and closing of the buildings including outside normal hours if requested
- To assist with regular maintenance of buildings, fixtures, fittings, and furniture
- To assist with ensuring daily inspections regarding fire safety issues e.g. Emergency exits are kept clear
- To assist with conducting fire alarm tests as necessary, equipment inspections and ensure records are accurate and up to date

##### **Maintenance Duties**

- To assist with and carry out maintenance duties as required by the Premises Manager
- To assist with carrying out minor building works and decoration as required
- To assist with carrying out basic plumbing and electrical works as required

##### **Cleaning Duties**

- To stand in for absent cleaning/maintenance staff as appropriate
- Daily exterior sweeping duties and the emptying of litter bins. Ensuring the school is a litter free zone. Re-cycling

##### **Heating System**

- To assist with weather conditional operation of the heating system

##### **Swimming Pool**

- Maintenance and regular checks of the school swimming pool plant and chemicals. Training will be given as required and you will be expected to attend off-site courses as necessary

##### **Porterage Duties**

- Keep offices free of parcels by moving deliveries and parcels to specific locations as required
- Moving furniture and equipment and setting up rooms for functions as required
- Collection or purchase of materials as required

### **Other**

- Assist in the supervision of Car Parking particularly on special occasions for the school
- To assist in cost efficiency by turning off lights, heaters, closing doors and windows as appropriate
- Either be trained or hold a drivers CPC (Certificate of professional competence)

### **Pastoral Responsibilities:**

- Take a full part in the pastoral arrangements of Radnor House Sevenoaks

### **Other Considerations**

- Knowing the school regulations and Health and Safety Policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children
- Co-operating with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work
- Maintaining an efficient work ethic at all times
- Having a professional appearance at all times, i.e. wearing protective clothing if appropriate
- Organising tasks with the expectation that standards will be commensurate with the ethos of Radnor House Sevenoaks
- Members of staff should, at all times, work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To continue the roles outlined in this job description to the highest level
- To undertake other such duties that may from time to time be reasonably assigned by the Finance Director, Head, Deputy Head, Estates Manager, Premises Manager or Business Manager

### **Person Description**

- Present a positive personal image, contributing to a welcoming school environment, which supports equal opportunities for all
- Have the ability to relate well to both adults and children
- Have a real “can do” attitude, taking a proactive approach and taking on duties that may not be directly in their Job Description
- Someone who is flexible in their approach, open to taking on new responsibilities and tasks, and who wants to become a successful part of the school community
- Recognise their own strengths and area of expertise and use these to advise and support others
- Treat all members of the school community with courtesy and consideration
- Have experience in relevant or related fields, including basic plumbing, electrical and building skills
- Experience in a school or similar environment would be a great advantage

- Willingness to participate in development and training opportunities
- Ability to self-evaluate learning needs and actively seek learning opportunities
- A full clean driving licence (preferably with the ability to be able to drive a minibus on a PSV licence or be prepared to take this qualification)
- Own transport essential
- Be a keyholder if required and provide call-out support if needed

*The above statement of Responsibilities is agreed to be an accurate job description*

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**