

Premises Support Assistant The Park Federation Academy Trust

Job Description

Reporting to	Head of Estates
Grade	Scale 4
Notice period	8 working weeks

Job Purpose

To be responsible, under the general supervision and direction of the Hub Manager, Head of Estates, Principal and Senior Managers, working as part of a team, assisting in the maintenance and security services on Trust premises and sites thereby ensuring a safe working environment.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- Ensure the security of The Park Federation Academy Trust buildings and grounds;
- Maintain and repair fittings, furniture, minor plumbing, changing light bulbs, unblocking drains, repairing door furniture;
- Maintenance and decorate certain aspects of the buildings, e.g. painting interior and exterior areas of the building;
- Operate heating systems for the site;
- Cleaning internal and external areas of the site;
- Porterage duties;
- Collect and assemble waste for collection;
- Clean windows and glazed areas in accordance with the Trusts safety policy;
- Work with the Premises Team in maintaining a rigid system to monitor all works carried out by contractors and to keep a log of any works carried out by themselves;
- Cover lettings, allowing access and egress to the premises and checking that the areas are returned in the same condition as they were let;
- Assist in establishing cleaning procedures, rotas and standards through hands-on supervision of cleaning staff in order to achieve efficient and required levels of service and cleanliness;
- Assist with ensuring internal and external security requirements are followed by cleaning team;
- Cover for the key holder as required;
- Support the Premises Team in monitoring the performance of contracted staff, and to report any concerns.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;

- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	N/SVQ Level 1 or equivalent in a maintenance specific subject, or equivalent experience.	- Handyperson experience; - Health & Safety training e.g. IOSH, COSHH, working at heights.
Skills & Knowledge	- Good interpersonal skills and an ability to relate and communicate effectively with staff, pupil's parents and contractors; - Good command of English, both written and oral, with clear, legible handwriting; - Good numeracy skills; - Ability to keep neat and accurate records; - Working knowledge and understanding of IT systems; - Ability to manage the documented systems, both paper based and IT based systems; - Awareness of Health & Safety standards.	- Awareness of child protection and safeguarding children; - Experience of working within an education setting and around children; - Carpentry, plumbing, painting and decorating skills.
Personal Qualities	- Caring, approachable, firm, understanding, consistent, assertive and calm; - Understanding and respecting the need for absolute confidentiality; - Adaptability and willingness to assist with other aspects of Academy life; - Willingness to continue to learn and develop and train; - Ability to work flexibly as part of a team; - Ability to show initiative when appropriate.	Understanding of children's needs.