



Woolwich Polytechnic
School for Boys



JOB DESCRIPTION

Post: Premises Assistant
(35 hours per week – all year round)

Line Manager: Premises Manager

PURPOSE OF JOB

To be responsible to the Premises Manager for undertaking caretaking, maintenance and portering duties across all schools in the Trust, in order to maintain a clean, warm and safe environment for users of the buildings.

SUMMARY OF MAIN ACTIVITIES

1. Perform a wide range of maintenance services to the school buildings and grounds, to include: plumbing, carpentry, painting and emergency glazing.
2. To carry out weekly inspections of the schools, their grounds and the school mini-bus keeping up to date records.
3. Furniture movement within the schools.
4. To maintain all outside areas in a clean, safe and tidy condition, including salting paths, clearing snow within the grounds and play areas during inclement weather i.e. snow, ice etc.,
5. To act as a key holder for the schools, ensuring the premises are safe and secure at the end of occupancy.
6. Check and set alarm systems.
7. To regularly check outside/safety security lighting and ensure internal fire safety equipment is in good working order and maintained at all times.
8. To receive stores and deliveries and ensure they are distributed as necessary
9. To receive visitors and direct them as appropriate
10. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation.
11. In dealing with members of the schools' communities, to be mindful, at all times, of the schools' Equal Opportunities policies.
12. To undertake other premises related duties as required and which are commensurate with the level of responsibility of the post holder.

SELECTION CRITERIA

1. To hold full and clean UK driving licence
2. To have experience of routine maintenance
3. To be able to work alone or as part of the premises team
4. To have a flexible approach to all duties undertaken
5. To have a good standard of IT skills
6. Have a good standard of numeracy and literacy
7. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines
8. Good inter-personal and organisational skills
9. Ability to work flexible hours and some shift patterns
10. Willingness to attend training courses to enhance development and performance

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation

