



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet Premises Assistant

COCKBURN SCHOOL 
Specialist status in the Performing Arts Learning for Life

COCKBURN JOHN CHARLES ACADEMY 
Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY 
Learning for Life

FOOTSTEPS
to success



 **MIDDLETON PRIMARY SCHOOL**

 **COCKBURN REACH ACADEMY** 

 **MINDFUL EMPLOYER**

 **0113 271 9962**

 **recruitment@cockburnmat.org**

 **www.cockburnmat.org**

Job Description - Premises Assistant

Post: Premises Assistant
Pay scale and salary: B3, SCP 7-11 (£25,584 - £27,269 FTE)
Contract Type: Permanent – All Year Round
Hours of work: Full-time, 37 hours per week

Job Title: Premises Assistant

Accountable to: Premises Manager

Purpose of the Role:

Under the instruction/guidance of appropriate senior staff provide maintenance and security services on school sites and premises

Main Duties:

- Carry out repairs to furniture and fabric of the buildings including plumbing and carpentry repairs
- Undertake appropriate repairs e.g. redecorating and fixing
- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Head of school/Headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the headteacher
- To be involved in the preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the school site
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal

- Undertake emergency and specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Liaise with contractors and undertake client role in connection with premises-related contracts
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To assist in safety audits of the premises and contribute to relevant risk assessment activity
- Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- The banking of cash on behalf of the school, such duties to include the transportation of cash from the school to the banking agent and vice versa, the deposit of cash and when requested by the Headteacher the withdrawal of cash
- Provide specialist advice and guidance as required
- Porterage duties e.g. delivering mail, moving furniture and equipment
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
- Liaise with line manager and attend meetings as required
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of students, staff and visitors at all times
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school/academy
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities

To undertake any other duties that are commensurate with the post.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Ability to work as part of a team	*		A/I
Ability to relate to people both in person and on the telephone	*		I
Ability to deal with day to day issues on own initiative	*		I
Ability to move heavy furniture	*		A/I
To possess basic DIY/maintenance skills	*		A/I
Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all	*		I
KNOWLEDGE / QUALIFICATIONS	Essential	Desirable	MOA
Awareness of understanding of basic safety and security measures	*		A/I
Working knowledge of relevant policies/codes of practice/legislation	*		I
Knowledge of Health and Safety procedures and precautions	*		I
Knowledge of COSHH regulations	*		I
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*		I
Awareness of health and hygiene procedures	*		I
Knowledge of moving and handling procedures	*		I
Participate in development and training opportunities	*		A/I
Knowledge of basic fire regulation requirements		*	I
Knowledge of using mechanical cleaning equipment		*	I
EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Experience of working as part of a team	*		A

Handyperson experience		*	A/I
Caretaking/site-keeping experience in a school or similar environment		*	I
Experience of working with a cleaning environment		*	I
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	I
PERSONAL QUALITIES	Essential	Desirable	MOA
Willing to abide by the school's Equal Opportunities Policy in the duties of the post, and as an employee of the school	*		I
Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	*		I
To display a responsible and cooperative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/C/I
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

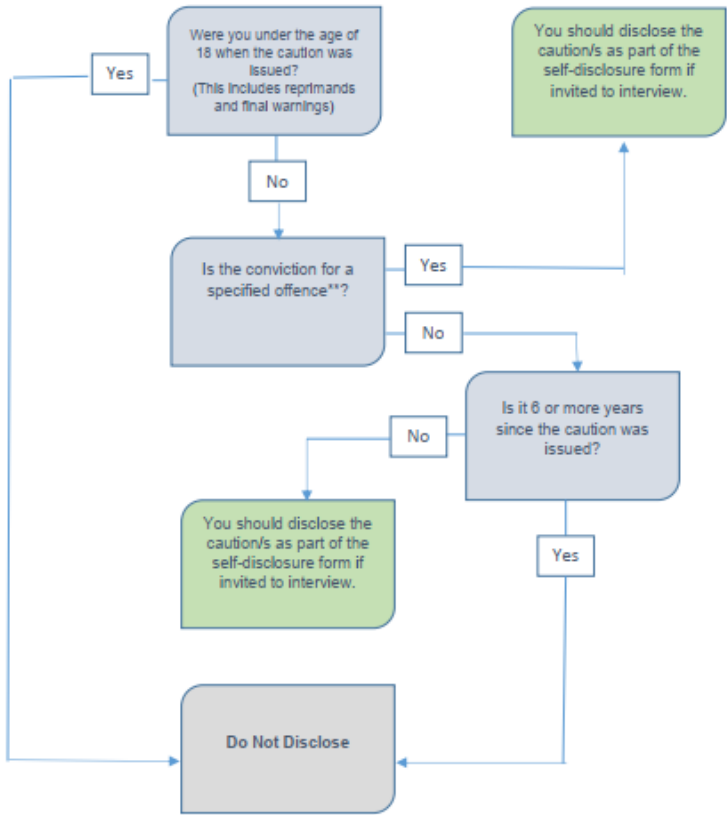
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

