



Premises Assistant

Salary: Scale 5 – £31,716 to £33,204
(Scale 6 may be available subject to experience and qualifications)

Hours: 35 hours per week / All Year Round
+ overtime as and when required

Required for: As soon as possible
Closing Date: Wednesday 29th November 2023 at 8.30am
Interview Date: TBC
Please send your application to: staceywright@cardinalpole.co.uk



Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Premises Assistant.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Professional Development:

We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

Benefits:

Two-week October half term break.

You will be joining a TES Secondary School of the Year nominated school.

Free staff access to a modern and high quality gym which was fully refurbished in September 2023.

An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.

Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).

Opportunities for progression.

Sophisticated modern school building set in the heart of vibrant Hackney

A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction

Free Breakfast Club every day for staff and students

Free Bike servicing for staff

Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)

Travel contribution if you live in Zone 6 and further may be granted, (T&Cs apply)

Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.

Employee Assistance Programme

‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity, aspiration, and reward**, founded on Catholic values.’

Job Description

Post: Premises Assistant

Grade: Scale 5 (Full time, 35 hours per week – all year round)

Responsible to: Premises Manager

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the post

1. To carry out duties which facilitate a high quality and effective day-to-day operation in the proper maintenance of the fabric, furnishings and equipment of the school.
2. Ensuring high standards of service to all school users and visitors with special regard to security and health and safety.

Working time

35 hours a week – shift pattern is currently under review

Some relief shift work for cover other premises staff during holidays, sickness and busy periods.

Overtime, as agreed with the Premises Manager and the School Business Manager, may include evening time, late closure, and weekends.

During School Holidays the working pattern will be as directed by the Premises Manager, usually between the hours of 07:00 and 17:00, but will not normally exceed 35 hours unless overtime is agreed.

Main Duties and Responsibilities

Security

To assist the Premises Manager in:

1. To ensure the grounds and buildings are secure to prevent loss or damage to the property of the Local Authority, school, employees, visitors, and pupils.
2. To ensure all contractors wear identity badges. To monitor through arranging personal patrols, the security of the site and grounds. The Team should ensure that no unauthorised persons enter the grounds. Where such is the case every effort must be made to clear them from the school premises.
3. To monitor all windows, doors and gates are opened and closed at appropriate times as specified by the line manager/School.
4. To act as key holder and be prepared to be called out in that capacity.
5. To support the school in the review of security recordings (CCTV).

Health & Safety

To ensure:

1. All areas, particularly fire escape routes, are kept free from obstruction and that fire escape doors are appropriately secured and accessible throughout periods when buildings are in use.
2. Appropriate action is taken in the event of the fire alarm sounding.
3. The proper storage and use of any potentially dangerous machinery or hazardous materials.
4. Necessary actions are taken to maintain clear entrances, exits and communication routes to all parts of the site in the event of bad weather and/or emergencies, ie fire, flood, snow, break-in and entry, accidents, major damage or disorder.
5. Undertake all weekly and monthly checks – fire alarm, flushing, sprinkler etc. as required.
6. The building fabric, and all fixtures and fittings are maintained in safe and secure conditions.
7. Appropriate logbooks and incident reports are kept up-to-date, as directed by the line manager.
8. The line manager is informed of any premises-related health and safety issues requiring attention including any accidents at work.
9. To highlight and remove any hazards that may present an immediate threat to Health and Safety.

Maintenance

1. Assist the Premises Manager in the maintenance and upkeep of the premises including grounds, buildings, engineering services and all equipment.
2. Maintain all equipment and tools in a safe and serviceable condition.
3. Take all reasonable steps to eliminate potential hazards arising from faulty or damaged surfaces and fixtures or fittings.
4. Make safe access to areas of potential hazards (e.g. removing broken glass and/or cordoning off any damage areas pending repair).
5. Clean drains, gullies and inspection chambers of debris and blockages.
6. Clear blockages in WCs, urinals, basins, sinks and the associated drains.
7. Promptly rectify defects listed in the site log.
8. Identify and repair defects and notify the line manager accordingly.
9. Support the Premises Manager to develop maintenance programmes; planning and executing preventive maintenance.
10. Install wall mounted fixtures and fittings requiring the use of manual and/or power tools and proprietary fixings. These works will include shelving cupboards, notice and pin boards, coat hooks, brackets and other various items.
11. Acquire various materials or equipment from local stores.
12. Measure, cut to size and fix timber and board materials.
13. Re-fix/secure door hinges, various defective mouldings and door furniture. Carry out minor maintenance works to windows and fittings.
14. Complete internal and external redecoration works, including minor repairs under the supervision of the Premises Manager.
15. Take down, repair and re-hang curtains and blinds.
16. Under the direction of the Premises Manager, maintain and minor repairs to roof coverings, flashing and rainwater goods where suitable edge protection is provided or where the work area is safely accessible from a ladder.
17. Repair small areas of defective floor coverings. Repair and fix ceramic tiles.
18. Repair grounds structures and fencing.
19. Supervise contractors on site, ensuring compliance with the site safety rules and with specifications and drawings where appropriate.
20. Carry out and record Risk Assessments for potentially hazardous activities.

Cleaning

The Premises Assistant will assist the Premises Manager in ensuring that the premises are kept clean to a standard as specified by the line manager through:

1. Daily inspection and clearance of litter from the school grounds, and the prompt removal of graffiti.
2. Weekly weeding of external areas, sometimes through the use of approved weed killers.
3. Undertaking cleaning as part of the daily rota.
4. The emergency cleaning of bodily fluids and spillages.
5. Overseeing cleaning teams in the absence of the Premises manager to ensure that proper cleaning standards are maintained along with the completion of the appropriate records.
6. Daily inspection of water fountains.

Building Engineering Services

The Premises Assistant will assist the Premises Manager by ensuring that:

1. Any faults and defects which cannot be rectified are reported to the line manager and that appropriate follow-up action is taken.
2. As far as is reasonably practicable, arrangements are made to prevent and minimise the effects of any heating or lighting failures pending their proper repair.
3. Expired lamps and starters in light fittings are promptly replaced.
4. Lights are switched off at night and when their use is unnecessary.
5. All damaged or missing fire alarm or security break-glass covers are replaced as necessary.
6. Electrical circuit breakers and residual current devices are reset as required and the underlying causes properly investigated.
7. Radiators are bled of air as necessary and ensure air conditioners are operational.
8. Water wastage is minimised by turning off taps and carrying out adjustments and minor plumbing repairs as appropriate.
9. Preventive Planned Maintenance tasks detailed in the schedule are properly carried out at the stated frequencies.

General Site Services

The Premises Assistant will assist the Premises Manager in other services associated with the smooth and efficient running of the premises. The Premise Assistant will:

1. Ensure that all deliveries are properly received and checked and delivered to the place where they are to be used or stored.
2. Monitor the stock levels of any materials and equipment necessary for carrying out the various duties and report accordingly to the line manager.
3. Ensure that any on-site parking arrangements are properly enforced.
4. Move furniture and department equipment, including PE as requested using appropriate manual handling techniques and equipment.
5. Top-up consumables, including hand sanitisers, daily in washrooms and other areas.
6. Visit off-site premises as required by the line manager to collect and deliver documents and packages.
7. Log and distribute packages delivered to departments.
8. Drive the mini bus as required.
9. Comply with other reasonable requests from the line manager, consistent with the overall purpose of the job as set out above.

General Requirements

1. Take part in the school's performance management system.
2. Enhanced DBS Check.
3. Be committed to the ethos and policies of the school.
4. Strong commitment to furthering equalities in both service delivery and employment practice.
5. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

		Essential	Desirable
Experience & Qualifications			
1.	Recognised qualification in at least one building maintenance, building construction or engineering services discipline (City & Guilds or similar)		X
2.	Building maintenance	X	
3.	Ordering stock	X	
4.	Security/key-holding	X	
5.	Monitoring of others work, such as cleaners or contractors	X	

Knowledge		X	
6.	Health & safety at work regulations and the implications for a school	X	
7.	Building defects and repairs	X	
8.	Good practice in building and building services	X	
9.	Equal opportunities issues in the workplace	X	
10.	Basic general education	X	
11.	Good oral and written skills	X	
12.	Willingness to attend appropriate training and take responsibility for own professional development	X	
Skills			
13.	Reliability and trustworthiness e.g. in opening and securing the building	X	
14.	Ability to carry out manual handling and other physical tasks	X	
15.	Ability to relate well with children and adults	X	
16.	Ability to plan and prioritise a range of regular and irregular tasks, and to use own initiative to analyse situations and devise solutions	X	
17.	Good team player, flexible, pro-active and supportive of colleagues	X	
18.	Ability to relate in a firm but friendly way with a wide range of personalities	X	
19.	Good attendance record	X	
20.	Broad range of D.I.Y. skills	X	