

CULVERS HOUSE PRIMARY SCHOOL

Job Description – Premises Assistant/Officer

Overall Purpose of the Post

1. To provide high-quality caretaking, site support, and portering services to the school under the daily direction of the Headteacher and SBM.
2. To oversee the day-to-day operational condition of the school, ensuring a clean, tidy, safe, and well-maintained learning environment.
3. To assist with the oversight of daily security, routine building maintenance, grounds care, and the monitoring of onsite cleaning services.
4. To collaborate effectively as part of a school-wide support team, maintaining supportive relationships with colleagues, contractors, and stakeholders.
5. To champion and actively promote safeguarding practices and the welfare of children across the school.
6. To diligently apply and monitor Health & Safety standards at all times while discharging all duties.

Hours and Reporting Lines

1. This post is full-time, 36 hours per week, working All Year Round.
2. During school holiday periods, the working hours remain 36 hours per week, but the postholder will need to remain flexible to coordinate with the arrival of contractors and maintenance schedules.
3. Evening and weekend community lettings will occur from time to time, offering opportunities for enhanced-rate overtime cover.
4. The direct line manager is the School Business Manager, who will supervise daily operations, manage performance, and conduct appropriate reviews.
5. While this post does not hold direct contract hire/fire responsibilities, the postholder will provide daily operational coordination of the cleaning and grounds contract services .

Specific Responsibilities

Premises Management

1. Oversee the day-to-day efficiency, appearance, and physical operation of the school buildings, fixtures, and fittings.
2. Monitor school facility conditions and assist the SBM in preparing baseline specifications or paperwork for small to medium maintenance projects.
3. Utilize and operate the school's dedicated facilities software (EVERY Compliance Software for Schools) to systematically log, identify, track, and report on task progress.
4. Provide a reliable portering service, safely moving furniture, deliveries, and equipment to support daily school schedules, assemblies, and events.

Security

1. Act as a primary registered keyholder responsible for the secure opening and closing of the school site at the start and end of the school day.

2. Execute locking down procedures, ensuring all windows, internal/external doors, and perimeter gates are locked, utilities are isolated, and security alarms are operational.
3. Conduct regular, at least monthly, compliance checks on perimeter fences, structural security devices, fire appliances, and alarm systems.
4. Help prevent unauthorized trespass, theft, or vehicle parking on campus, liaising with the local authority mobile security force or emergency services as required.

Maintenance

1. Oversee routine upkeep of school assets, carrying out practical handyperson duties, minor building repairs, basic decorating, and minor paint touch-ups.
2. Monitor and replace routine consumables across the site, including light bulbs, tubes, starter switches, and minor fixtures.
3. Record, investigate, and report all complex or specialist maintenance defects (e.g., electrical or structural faults) directly to the SBM for contractor escalation.
4. Direct onsite contractors, explaining repair needs, monitoring their safe working practices, and inspecting completed tasks to assist the SBM in ensuring value for money.

Cleaning

1. Support the SBM by implementing established monitoring procedures to ensure the school cleaning team maintains high standards of hygiene.
2. Coordinate daily workflow adjustments for the cleaning team, ensuring standard hygiene levels are maintained across classrooms, staff zones, and communal spaces.
3. Ensure the regular collection, sorting, and safe disposal of all site waste, refuse, and external playground litter.
4. Execute emergency ad-hoc cleaning tasks when required, including clearing biohazards or spillages to maintain a hygienic environment.

Administration

1. Monitor stock levels of site cleaning, hygiene, and maintenance products, preparing accurate order requests for authorization by the SBM.
2. Establish and update a comprehensive audit of all school tools and mechanical gear, verifying they are safe, maintained, and fit for use.
3. Assist the SBM in compiling basic budget information, tracking material spending, and maintaining a forward-looking list of minor repairs or refurbishments.
4. Support the preparation of maintenance bids by obtaining competitive quotes from external trade services as directed.

Energy and Services

1. 1. Monitor, read, and keep accurate records of utility services (gas, water, electricity) to assist the school in reducing waste and controlling operational costs.
2. Oversee the day-to-day operation of heating, ventilation, and cooling (HVAC) plants, adjusting controls to ensure economic energy use while maintaining comfortable temperatures.
3. Ensure frost controls and energy-saving measures are correctly set and minimized during school holiday closure periods.

Lettings

1. Coordinate closely with the SBM regarding community bookings and premises lettings to prevent calendar clashes.

2. Oversee evening and weekend lettings on-site, acting as the primary point of contact to welcome hirers and provide routine assistance.
3. Ensure that required furniture, resources, or equipment are set out according to the letting agreement and safely returned to storage afterwards.
4. Maintain standard site security and health protocols during out-of-hours use, ensuring licensing regulations are met where applicable.

Health and Safety

1. Monitor the site proactively for hazards, reporting any accident, near-miss, or dangerous occurrence immediately to the SBM or Headteacher.
2. Ensure all hazardous cleaning chemicals and materials are stored securely and handled strictly within COSHH regulations, away from student access.
3. Review and ensure that members of the immediate site team are briefed on the safe, appropriate use of all tools and mechanical gear.

Grounds

1. Monitor the execution of the external grounds maintenance contract, ensuring lawns, edges, and pathways meet school expectations.
 2. Oversee and maintain those specific sections of the school grounds, internal courtyards, or gardens not covered by external contractor agreements.
 3. Ensure that all main pathways, hardstanding tarmac areas, and entrance gates are regularly swept, clear of weeds, and kept safe during adverse weather.
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Person Specification – Premises Assistant/Officer

Abilities, Skills and Knowledge

- **Practical Trade Skills:** Competency in handling standard hand tools and basic power tools to conduct routine handyman repairs and minor decorating tasks safely.
- **Communication & IT Skills:** Ability to write clear, timely maintenance reports, communicate comfortably with staff and contractors, and use basic IT systems (including email and facility logging software).
- **Health & Safety Knowledge:** A solid understanding of basic workplace safety, including COSHH guidelines, electrical safety awareness, and fire warden principles.
- **Task Management:** Ability to organize, prioritize, and track a moving schedule of routine maintenance tasks and coordinate daily rotas for support staff.

Experience

- **Facilities Upkeep:** Proven practical experience in a building maintenance, caretaking, handy-person, or trade support role.
- **Team Coordination:** Experience working collaboratively within a team environment, with a demonstrable ability to coordinate workflow or assign basic worksheets to operational staff.
- **Contract Awareness:** Experience monitoring the work of external service contractors or suppliers against basic service expectations.

Attributes

Professional Values

- **High Standards:** Commitment to maintaining an excellent, welcoming, and presentation-ready school environment for pupils and visitors.
- **Child Safety Focus:** A deep commitment to safeguarding practices, showing vigilance regarding child safety and maintaining professional boundaries within a school setting.
- **Value for Money:** A mindful approach to resource consumption, tool maintenance, stock controls, and energy efficiency.

Personal Characteristics

- **Reliability:** Highly punctual, honest, and dependable, with an excellent record of attendance.
- **Proactive & Solution-Oriented:** A self-motivated individual who naturally notices site defects, hazards, or cleanliness issues and takes steps to rectify them.
- **Adaptable & Calm:** Able to maintain a polite, constructive, and helpful demeanor when handling unexpected facility issues or dealing with community hirers.

Special Requirements

- **Willingness and availability** to work various shifts patterns to meet the operational requirements of the school from time to time.
- **Enhanced DBS:** Must successfully pass and maintain a clean Enhanced Disclosure and Barring Service (DBS) clearance.

- **Shift Flexibility:** Willingness and flexibility to adjust standard working hours during school holiday closures to manage contractor schedules or provide out-of-hours letting cover.
 - **Physical Fitness:** Physically capable of lifting, carrying, and safely moving school furniture and equipment in line with manual handling guidelines.
 - **Emergency Availability:** Must be willing to be a registered emergency keyholder capable of responding to out-of-hours site call-outs.
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