

JOB TITLE: Premises Assistant

PAY BAND: 4

HOURS: 37 hours/Term Time Only
To be worked on a rota basis covering mornings and evenings

REPORTS TO: Site Manager

Mayfield School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Mayfield School and its Academy Committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To be responsible for the security of the building creating a safe environment by ensuring that Health and Safety Regulations and agreed Codes of Practice for Salterns Academy Trust employees are adhered to.

To ensure the site is clean, safe and well maintained and in good repair, both inside and out at all times.

To assist all visitors, staff and students on the site in a friendly, amicable manner.

To work hours on a weekly rota, ensuring the site is staffed, covering mornings and evenings.

Be a key holder and respond to out of hours call outs.

To adhere to the school dress code.

Accountabilities:

1. Facilities.

- a. Be responsible for the overall security of the building by being a main key holder.
- b. Dependent on hours worked: unarm the alarm system and unlock outer/inner doors as required or secure the building ensuring all doors and windows are closed, locked and the alarm is set.
- c. Maintain a register of keys, and control the access of those keys, issued on the instruction of the Site Manager. To report the loss of keys to the Site Manager for authorisation and be responsible for purchasing replacement keys.
- d. Monitor and arrange access and the signing in and out to the site for Contractors and other authorised personnel and direct workers and/or Contractors to the site of repair or maintenance work. Verify Contractors have completed tasks for which they are hired, adhering to Health and Safety guidelines, keeping the Manager and senior staff informed as necessary, either verbally or through the log book.
- e. Be responsible for the ordering and monitoring of all stock, with final authorisations of orders by the Site Manager.
- f. On a weekly basis, monitor and repair furniture and equipment, maintaining appropriate proformas, reporting any major issues to the Site Manager.
- g. Ensure lighting and heating equipment are working efficiently at all times, promoting energy conservation in the school, replace electric light bulbs as appropriate and maintain the Light Log, Plant Log and Asset Register.

- h. Ensure provision of sundries in toilets and other relevant areas at all times.
- i. To undertake a rolling programme of general repair and maintenance, eg painting as per schedule or as allocated by the Site Manager.

2. Safety and Security

- a. Support the Site and Deputy Site Manager in ensuring the site remains compliant by carrying out routine tasks recorded in the iAM Compliant system.
- b. Complete daily, weekly, and monthly checks (e.g., fire safety, legionella, emergency lighting) as scheduled in iAM Compliant, and ensure accurate logging of results.
- c. Report any issues, hazards, or system alerts promptly to the appropriate manager.
- d. Help maintain up-to-date records of maintenance tasks and assist with site audits or inspections as required.
- e. Always follow health and safety procedures, contributing to a safe and compliant environment.

3. Grounds Maintenance

- a. To ensure drains and gullies are clear at all times. To carry out cleaning (including window cleaning and window sills) and maintenance as per schedule, or as allocated by the Site Manager.
- b. Sweep the hard standing areas weekly and report any defects.
- c. Ensure that a litter pick (including the front and sides of the school), sweeping and emptying of bins, including hard standings are completed on a daily basis as per schedule. Complete litter monitoring process.
- d. Be responsible for the cleanliness of the school grounds, including hard areas which are to remain tidy and clean and free of litter and chewing gum at all times.
- e. Be responsible for the main walkway to the school entrance ensuring that the side flower beds are free from weeds.
- f. Monitor the grounds maintenance Contractors in liaison with Contractors on site and the Site Manager.
- g. Check walls and remove graffiti daily, keeping the exterior walls clean.
- h. Keep the outside lobbies clean using the jet wash or steam cleaner.
- i. Clean and monitor all external lights and CCTV cameras reporting defects to the Site Manager.

4. Community Use

- a. To cover community use including evenings and weekends for the school as required.
- b. To adjust working hours to provide maximum flexibility for the smooth running of the school and the community programme.
- c. To promote a positive image and liaise closely with hirers, monitor site usage and inform the Site Manager of any issues, eg vandalism, non-adherence to the School Community Lettings Rules and Regulations.
- d. Be fully aware of the School's Community Charges and Lettings Policy and the rules and regulations for community use.

5. Additional Duties

- a. Fully comply with the Health and Safety at Work Act 1974 etc, the School Health and Safety Policy and all locally agreed safe methods of work.
- b. Participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.
- c. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
- d. To undertake duties and responsibility for the school during holidays, at the direction of the Headteacher.
- e. To be willing to work across any site within the Trust to provide cover or support key events, at the request of the Trust CFO.

- f. To take responsibility for your own wellbeing.
- g. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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date: _____

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