



TORQUAY ACADEMY

JOB DESCRIPTION

Name:

Job Title: Premises Team Member

Scale Point: 5-6 £9.74/hour - £18,795 - £19,171 FTE
(Actual £2,609.86 – £2,662.07)

Hours: 6 hours per week, Saturday's term time only

Responsible to: Finance Director through the Premises Manager

OVERALL RESPONSIBILITY

- To maintain the Academy as a clean, healthy and safe environment for all.
- To maintain the Academy premises and grounds to meet the requirements of the school.
- To provide essential security for the Academy.

DUTIES

Premises Management - General

- Provide essential daily key holder responsibility, opening and locking the buildings and grounds
- Ensure the school environment is maintained in a clean and healthy manner and ensure the buildings are kept litter free
- To carry out daily tasks as directed by the Premises Manager
- To make good or report, as appropriate, items of damage or disrepair around the Academy
- To ensure the appropriate set up of events both daily and periodic, e.g. assemblies and Parents Evenings, Exams, etc.
- Distribute deliveries around the school
- Escort contractors around school, as required, monitor their work and report any concerns, as directed by the Premises Manager
- Carry out any minor repairs and maintenance around school as directed, including replacement lamps etc.
- Carry out preventative maintenance and planned maintenance
- Undertake routine inspections of the building, fixtures, fittings, premises and grounds, as requested, to identify any repairs or maintenance required.
- Carry out a rolling programme of decorating around the Academy as required
- Carry out routine compliance testing, including PAT testing, emergency lights, water, fire etc.
- Complete checklists and appropriate paperwork to support the tasks being completed
- Familiarise yourself with all facilities processes e.g. heating and water systems to ensure that the environment can be maintained during times of absence
- Manage all premises resources and ensure safe, secure storage as appropriate
- Provide appropriate cleaning relevant to the shift being covered

- Carry out regular checks of toilets and ensure they are left clean
- Drive the school minibuses subject to relevant qualifications

Premises Management – Supervision

- Direct/supervise cleaning to ensure cleaning is in accordance with specification

Premises Management - Maintenance and Repairs

- Be available for emergency repairs and call-outs as appropriate
- Maintain the stock of cleaning and maintenance consumables and equipment in a safe and tidy manner. Report/re-order when stocks are low
- Attend callouts liaising with police, security and surveillance contractors as appropriate, and if necessary conduct emergency boarding up to secure the Academy premises
- To undertake weekly checks and cleaning of Academy vehicles as required
- To complete necessary paperwork in connection with the role
- During school holidays, engage in all relevant projects, over and above daily requirements, e.g. refurbishment of classrooms

Premises Management – Environment

- Ensure that the Academy is open and staffed for all Academy activities and agreed lettings
- Ensure school meters are read appropriately
- Direct parents and visitors around the Academy.
- Clean designated areas of the Academy.
- Carry out cleaning audits for all areas of the Academy and maintain records, as requested
- To ensure all cleaning is carried out to high standards in line with the cleaning specification.
- To maintain and update all cleaning records, Risk Assessments and COSHH records.

Health, Safety and Security

- Contribute toward the arrangements for securing the premises and contents are in place
- To be aware of all relevant risk assessments and report any concerns to the Premises Manager
- To monitor CCTV or surveillance equipment when appropriate
- Provide emergency cleaning as required
- Adhere to all aspects of Health and Safety (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
- Assist with relevant risk assessments, as required
- Assist with the regular testing of the fire alarms.
- Work with the external contractors to check and ensure the correct working conditions of all fire fighting equipment.
- Assist with the precautions necessary to prevent fire or flood damage.
- Conduct regular patrols of the Academy premises during Academy holidays – ensuring the security of the buildings.
- Provide key holder cover during Academy holidays – particularly when the Premises Manager is absent.
- Attend after Academy activities, lettings and meetings as required.

- Provide portering provision for members of staff.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academies implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Premises Management - Finance

- Promptly submit detailed returns of overtime to the Premises Manager.
- Assist in the ordering of cleaning materials and other consumables
- To monitor and manage stock within an agreed budget

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
- Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Signed Dated