

# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Premises Assistant (Painter and Decorator)</b>
<b>Salary Scale</b>	<b>Scale 4</b>
<b>Hours</b>	<b>37 per week</b>
<b>To Whom Responsible</b>	<b>Site Manager</b>

## **Aim of the Post**

To work as part of the Maintenance Team, undertaking routine painting and decorating, general maintenance, vehicle management, security and portering duties.

## **Main duties and responsibilities**

- Reporting to the Site Manager or Deputy Site Manager.
- Taking the lead role as the school painter and decorator, managing the decorating database and work schedule.
- Carrying out general maintenance works to the site such as basic carpentry repairs, replacing locks, boarding up or replacing glazed units, basic plumbing including changing taps and clearing blocked drains, replacing light fittings.
- Acting as a registered key holder and ensuring the security of the premises.
- Undertaking call out duties on Saturday mornings.
- Delivering post, parcels, stock and other portering duties such as moving furniture.
- Driving school vehicles as and when required (not for the transportation of young people) including cleaning and carrying out routine maintenance checks to all school vehicles.
- Undertaking administrative tasks such as work sheets, meter readings, vehicle check sheets, receipts of goods delivered, contractor work sheets and health and safety checks.

- Operating machinery in the course of duties including workshop machines, grounds machines and power tools.
- In liaison with the Deputy / Site Manager, ensuring supervision of approved contractors are carried out to the correct standard.
- Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
- Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and maintaining records of testing.
- Carrying out emergency cleaning duties e.g. broken glass, flood damage etc.
- In liaison with the Deputy / Site Manager taking steps to ensure that the premises are free from hazards and are safe, warm and secure for students, staff and visitors.
- Implementing risk management policies as directed by Site Manager / Senior Management Team.
- Ensuring the premises are kept free from infestation.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*

# Person Specification

## Premises Assistant (Painter and Decorator)

### Essential Criteria

1. Full clean driving licence, ideally with the code D1 included, and a willingness to learn to drive the school vehicles
2. Willingness to undertake additional training within a reasonable travelling distance.
3. Physically fit.
4. Ability to attend school (outside normal hours) to undertake emergency maintenance work and tend to security issues.
5. Ability to prioritise own workload and meet strict deadlines.
6. To be flexible, practical and responsible in approach.
7. Have knowledge of Health & Safety implications.

### Desirable Criteria

8. Experience of basic painting and decorating, including hanging and repairing wall coverings
9. Experience of working in a similar position, preferably 2 years experience of general building maintenance.
10. A recognised building trade.

**Note: Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.**

*Working at Bradstow can be both physically and mentally demanding and as such candidates must be both physically and emotionally robust.*