



Inspire Partnership Academy Trust
Chief Executive Officer – Robert Carpenter
Registered Office – Sandbach Place, London SE18 7EX
Registered in England Company Number – 10421212
E: info@inspirepartnership.co.uk
T: 020 7993 3601

JOB DESCRIPTION: Premises Assistant

Grade Range: NJC Outer London – Grade 4, SCP 8 -10 - £29,763.00 FTE - £30,630.00 FTE

Salary: NJC Outer London – Grade 4, SCP 8 - £29,763.00 FTE of Pro-Rata - £16,535.00 FTE

Hours per week: 20 Hours Per Week

Work Pattern: Monday – Friday - All year round.

Times of work: 12:30pm – 16:30pm

Purpose: Under the guidance of the Headteacher and Site Supervisor, you will be responsible for all aspects of site maintenance, including security, health & safety, cleanliness, portorage, and supporting contractors. Tasks involve routine maintenance, repairs, and pre-planned maintenance programs.

Main Responsibilities:

1. General premises maintenance and upkeep, ensuring a high standard of operational readiness and appearance.
2. Supervision of cleaning contractors or staff and assisting with general maintenance and refurbishment work.
3. Participation in the school Performance Management/Staff Appraisal Scheme.
4. Planning and organising work schedules for efficient completion of tasks.
5. Joint responsibility for site security, including operating fire and intruder alarms.
6. Attending to heating, cooling, lighting, and energy usage systems, ensuring compliance with regulations and advising on energy-saving measures.
7. Porterage and post duties for smooth school operations.
8. Monitoring and supporting cleaning contractors, while also performing cleaning tasks as required.
9. Monitoring the kitchen area and supporting catering equipment maintenance.
10. Performing and facilitating maintenance tasks such as carpentry, plumbing, electrical work, and decoration.
11. Ensuring adherence to health & safety regulations, conducting checks, and reporting accidents and incidents.
12. Undertaking and recording checks for compliance and general housekeeping.
13. Facilitating and supporting health & safety-related checks, inspections, and audits.
14. Being on-site throughout the duty period, easily contactable, and prepared for call-outs during emergencies.
15. Willingness to work unsocial hours and adjust working hours as needed to support all three Croydon- Hub schools and Premises Team.

16. Cooperation with reasonable requests for overtime to maintain effective operations during special events or staff absence.
17. Willingness to work in other Trust schools/sites as required.
18. Keeping the Premises Manager informed about extended absences from home.
19. Any other tasks or duties of a similar nature to ensure the efficient and effective operation of the school, its facilities and the Premises Team.
20. There may be a requirement to support at our other two school sites within the Croydon Hub.
21. To carry out an internal mail run daily along with transporting resources between sites.

Note: This job description may change, and any changes will be made in consultation with the post holder.

PERSON SPECIFICATION:

Essential Requirements:

1. Experience in premises maintenance, including cleaning, repairs, and general upkeep.
2. Knowledge of health & safety regulations and compliance procedures.
3. Ability to plan, organise and adhere to work schedules effectively.
4. Ability to effectively prioritise tasks.
5. Good communication skills and the ability to work with contractors, staff, and management.
6. Basic understanding of heating, cooling and lighting equipment and systems.
7. Willingness to work flexible hours and respond to emergencies.
8. Physical fitness for manual handling tasks.
9. Basic handyman skills, including safe use of power tools.
10. Ability to monitor and record energy usage and propose sustainability measures.
11. Ability to ensure the safety and security of school premises and pupils at all times.
12. Willingness to undertake regular training and skills development.

Desirable Qualities:

1. Previous experience in a similar role within an educational setting.
2. Knowledge of contract cleaning and catering practices and supervisory experience.
3. Training and/or qualifications in carpentry, plumbing or electrical work.
4. Experience of using facilities management software systems.

Note: The person specification outlines the key requirements for the role of Premises Assistant. Candidates should possess the essential requirements, and desirable qualities will be advantageous.