

JOB DESCRIPTION

Post Title: Premises Assistant

Purpose: To be responsible for the security of the premises and its contents (including the operation of fire and security alarms and key-holding duties), lighting, heating, portering and appropriate duties as outlined below arising from the use of premises.

Responsible to: The Principal through the Facilities Manager.

Liaising with: Relevant staff with cross college responsibilities, eg. Senior Management team, College Management team, teachers within the department and faculty, Personal Tutors, support staff, students and external bodies.

Main Duties and Responsibilities:

- To be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key-holding duties).
- To notify health and safety hazards to the Facilities Manager or designated officer (for example, faulty wiring, equipment, loose slates/roof tiles).
- To assist, with the Facilities Manager and other designated key-holders, with the security of the buildings and grounds at all times.
- To monitor and maintain the intruder and fire alarm systems.
- To open and close the buildings as required, including lettings and events outside the College day, including occasional weekends.
- To respond to emergency call outs, as necessary, to take appropriate action and when necessary make the premises secure.
- To support the Facilities Manager with the supervision of the cleaning staff and monitoring of work schedules in the absence of the Cleaning Supervisors.
- To monitor the state of repair and decoration of the buildings, internally and externally, acting promptly to deal with repairs and defects from College resources where possible.
- To utilise the computerised premises help desk to implement efficiently and effectively planned and unplanned maintenance tasks.
- To liaise with outside contractors under the direction of the Facilities Manager and supervise their work, to ensure all jobs are carried out to agreed standards.
- To assist the Facilities Manager in maintaining the visual appeal of the site by supervising such matters as grounds maintenance and signs.
- To assist the security officers, if required, with their duties including escorting intruders off the premises.
- To assist the Facilities Manager to maintain, schedule, monitor and report to the College Management on heating, lighting and other facilities in order to ensure they are used to meet appropriate standards and are being used efficiently and economically.

- To assist the Facilities Manager in advising the College on the effective and efficient use of facilities and utilities for the buildings.
- To liaise with the College Health and Safety Manager to ensure compliance with current regulations.
- To assist the Facilities Manager in preparing the premises for various College events and functions.
- To drive the college minibuses as and when required.
- To be aware of equality and to demonstrate these principles in all aspects of work.
- To understand the college's Safeguarding and Health & Safety policy and to work within its guidelines.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

Deployment of Staff

- To work as part of a team and to ensure effective working relations.
- To work on an agreed rota basis

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To assist with the implementation of College quality procedures.
- To respond promptly and effectively to maintenance requests.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment.
- To ensure that all resources are maintained to a high standard, held securely where appropriate and their usage monitored.
- To help to ensure that the College achieves value for money.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To wear the corporate clothing provided by the College.
- To wear the personal, protective equipment provided where necessary.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.

This Job Description is subject to periodic review and amendment.

PERSON SPECIFICATION: PREMISES ASSISTANT

This person specification will be used in short listing and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of dealing with a variety of general maintenance tasks.	✓		Application, Interview
Experience of supervising staff		✓	Application, Interview
Skills and Knowledge			
Knowledge of a particular trade-plumbing or joinery especially welcome.		✓	Application, Interview
Knowledge of COSHH and Health and Safety regulations		✓	Application, Interview
The ability to work with other staff as a team	✓		Interview
The ability to prioritise and multitask	✓		Interview
A good communicator with the ability to deal with students, staff and visitors in a polite, helpful and co-operative manner	✓		Interview
The ability to adapt quickly to new environments/technologies	✓		Interview
The ability to work to deadlines in a calm, organised and efficient manner	✓		Interview
A clean driving license	✓		Application, Interview
Qualifications			
A good standard of education	✓		Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
The ability to work on own initiative	✓		Interview
Smart in appearance and manner	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Willingness to work agreed shift patterns	✓		Interview
Ability to work outside normal hours on occasions e.g. Open Days	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)*	✓		Application, Interview
<i>* this will follow an initial offer of employment</i>			