



Bessemer Primary School

Part of The Gem Federation

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Premises Assistant

Dates:	Apply by Sunday 31 st August 2022
Location:	Dulwich
Contract term:	Permanent
Salary:	Grade 2 (SCP 1-4)
Interviews:	WB 8 th August 2022
To start:	ASAP

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

Under the direction of the Premises Officer, ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- Assisting in the supervision of the school cleaning staff, instructing cleaners in the safe operation of equipment/machinery/chemicals, ensuring cleaners are aware of and adhere to health and safety regulations. Alternatively, where appropriate, the Premises Assistant may be required to assist in monitoring the provision of services by an appointed cleaning contractor in accordance with agreed procedures
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti

Assisting in ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Personally undertaking basic minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism
- In liaison with the Administrative Officer, reporting on, arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work
- Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection is provided as required
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, light bulbs and shades
- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
- Ensuring drains and gullies are free flowing and clean
- Preventing unauthorised/unsafe parking on the school site

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed before the start of employment.

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.

If you would like to know more please come and visit us.

Please send your completed application to:

Kelsey James – Deputy Business Manager

Email: jobs@bessemergrange.southwark.sch.uk