

Job Description

Job Title	Premises Assistant
Reporting To:	Premises Lead and School Business Manager
Location	Ingfield Manor School


Job Overview

To maintain the school premises and equipment and to be part of the team ensuring the environment and equipment are well-maintained, safe, and fully compliant. The work involves physical activities associated with maintenance work and lifting and handling of equipment and resources.

Location:	Ingfield Manor School
Hours:	37.50hrs per week (Monday – Friday), full time

Job Responsibilities:

- To carry out building maintenance work and minor improvements across the school site.
- To ensure the safety of the site and working practices
- To ensure compliance with requirements, such as water system testing, etc
- To maintain and repair school equipment
- To share in the routine driving of the school minibuses and car.
- To ensure safety of students in the car park during drop off/collection times
- To assist in the routine maintenance of the school vehicles.
- To maintain plant and equipment, including small indoor pool.
- To assist in moving and handling of school equipment and resources.

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- Support with site security, including locking up at end of the day and supporting external users of the School outside of term time
 - To work with other school staff to contribute to a healthy, safe, and a child centred environment.
 - Undertake online training and attend training activities and/or meetings as required
 - To complete necessary paperwork for all compliance checks
 - To ensure all areas are kept clean and tidy alongside the cleaning team
 - Any other duties as may reasonably be delegated

The post holder will further Ambito's vision and comply with the policies and procedures of Ambito and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Ambito Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.



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Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	Ability to drive car & Minibus.		Application Form Interview Certificates
Knowledge	To be aware of data protection and GDPR Ability to plan and carry out maintenance and minor improvement work		Application Form Interview
Skills	To be able to communicate clearly both verbally and in writing To adhere to safe practice Practical skills (e.g., DIY, Decorating etc)		Application Form Interview
Experience		Experience of a similar role	Application Interview References
Personal Qualities	The ability to use own initiative and be adaptable and willing to accept changing priorities To be reliable, flexible and motivated	Act as a role model to the young people in all aspects of your working life	Interview
Other	Have a non-judgmental approach		Application Interview