



St. John Fisher Catholic Primary School



Blessed Holy Family
Catholic Academy Trust

Growing and Learning Together with Christ

JOB DESCRIPTION PREMISES ASSISTANT

Contract:	Monday to Friday. Term time (39 weeks) plus three weeks
Hours:	06:15 – 12:00 (28.75 hours a week)
Salary:	G5.17: £23,168.03 (actual) - G5.20: £24,666.32 (actual)
Responsible to:	School Business Manager / Senior Leadership Team

Core Purpose

To be responsible for the maintenance and good working order of the premises at St John Fisher School, particularly during lunchtime and break time, so as to provide an appropriate, safe and secure environment for the education of the pupils and the work of all the staff.

Duties

- Ensure the good order and maintenance of the building and grounds, both on a daily basis and long-term basis.
- Ensure the safety and security of the school premises and its contents, staff and pupils.
- Manage and maintain furniture and equipment in the school.
- Receive deliveries of school equipment, ensuring that they are quickly and efficiently moved on to the appropriate area/department.
- Carry out specified cleaning responsibilities.
- Assist public relations by responding to parents and site visitors in a helpful manner.
- Maintain good relations with the Headteacher, teachers, non-teaching staff, pupils, parents and governors.
- Monitor the parking situation at both drop off and collection times on Melrose Road and Cambridge Road.
- To cover the Premises Manager when on annual leave.
- Assist with the dining hall arrangements at lunchtime with lunchtime staff and as required for other events.
- Drive the school minibus.
- Carry out general cleaning duties as directed.
- Deal with spillages as required.
- Undertake such other associated duties as may be required by the Premises Manager, Line Manager and Senior Leadership Team.