



Paddock Wood  
Primary Academy

## Job Description

Paddock Wood Primary Academy

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<b>Job title:</b>	<b>Premises Operative</b>
<b>Responsible to:</b>	<b>Site Manager</b>

### Purpose of role

To assist the broader Site Team with the care of the Academy premises, ranging from general maintenance duties including minor repair and refurbishment works, portorage and other duties, supporting the Site Manager in ensuring the health and safety and security of a busy academy. The successful candidate will be expected to work across our Tonbridge cluster of schools, however, the role is primarily based at Paddock Wood Primary Academy.

### Key Responsibilities

- Responsible for ensuring the building and contents are secured
- Provision of access to the building (and grounds) to authorised persons at all reasonable times
- Maintaining a constant awareness of the physical condition of the buildings, furniture and equipment and taking appropriate steps to ensure maintenance and repairs where necessary and within the scope of a competent handyperson
- Report to the Premises Manager any repairs or maintenance work, which is beyond the competence of the Academy's Premises Team
- All reports, including burglar alarm activations must be logged in the records books (paper or electronic) intended for such purposes

### Duties - Detailed

- Planning, in conjunction with the Site Manager, routine security arrangements to prevent unauthorised access to the site and building and to minimise theft and vandalism
- Morning: Unlocking of gates, de-alarming building and entrance doors and checking as far as possible that the premises have not been disturbed. Ensuring the Premises is in a safe condition for staff, students and visitors to enter
- Afternoon: Walking around the premises, checking windows are closed, lights switched off and internal doors locked. Setting alarms, locking external doors and gates
- Requesting unauthorised users of the site to leave calling for the attendance of the Police if necessary
- Porterage duties as required and particularly the setting out of furniture and other equipment for timetabled and other activities as instructed
- Preparing for Academy activities (both during and before/after the Academy day), clearing and cleaning up after these activities, within the normal hours of work, including lettings and community use during these hours
- Laying out and stacking of chairs, desks, tables, etc. Movement of these within the Academy, including setting out furniture for examinations
- Taking delivery of stores, materials and other goods: storing and/or moving them within the Academy as required
- Assist in monitoring the standards of cleanliness and condition of the building and reporting any problems to the Site Manager
- To ensure that all graffiti in toilets and other surfaces is cleaned promptly

- Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish. Draw the attention of Site Manager to problems of litter on grounds
- Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness of dustbin areas
- Emergency cleaning in the absence of cleaning staff, e.g. spillages of paint, children being sick, etc.
- Replenishment of soap, toilet rolls and towels
- Clean, disinfect and treat all shower heads weekly to remove scale and avoid the build up of Legionella
- Operation of the heating and lighting systems, monitoring usage and promoting energy conservation within the Academy
- Replacement of light bulbs, fluorescent tubes, etc
- To ensure that all perimeter lights are operating and report any malfunctions to the Site Manager
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety Act 1974 and the Fire Regulations.
- Report on condition of fire extinguishers to the Site Manager
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage
- Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds, etc
- Ensuring all equipment is in a safe, clean and working condition
- Ensuring that all drains and gullies are free-flowing and clean. Rod all drains on a regular basis.
- Ensure that salt and grit is effectively used to keep clear from frost and snow all paths and passage on the Academy site
- Reporting all cracked and broken windows to the Site Manager
- Dealing with instructions received from the Site Manager or authorised representative in accordance with the Academy's regulations concerning the letting of the Academy premises and carrying out such duties as may be required
- Maintaining the closest possible communications with the Site Manager and staff of the Academy, ensuring an up-to-date knowledge of the needs, which will arise in connection with, planned activities in the Academy
- Carrying out normal supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit and ensuring good timekeeping
- Making out such work records and other documentation as may be required
- Accept training to facilitate the undertaking of duties
- Undertaking PAT testing/training as required
- Carrying out any other duties that are reasonably requested by the Site Manager or senior member of Academy or Leigh Academies Trust staff

**Notes:** It may be necessary to vary the nature/manner of execution of some of the roles outlined above. In such circumstances, any variation(s) will be agreed in writing and will only be allowed if they fall within the general scope of the roles and responsibilities of the job and the skills and capabilities of the post holder.