



BOURNEMOUTH SCHOOL
FOR GIRLS

INFORMATION PACK FOR POST OF PART TIME PREMISES ASSISTANT

Post: PART-TIME PREMISES ASSISTANT

Contract: Apprenticeship leading to a permanent contract for the right post holder

Date of Vacancy: June 2017

We are looking for someone to join our busy Premises Department. The role is for 20 hours per week throughout the year and requires someone to be practical, fit and willing to assist wherever needed. Due to the work involved we will seek to appoint someone who can offer some flexibility when they work.

We currently have a team of 4 within our Premises team and this post has become available as two of the team are reducing their working hours. Work undertaken by the team includes day to day facilities support, such as room preparation, helping curriculum departments when needed, deliveries, locking and unlocking of the premises and evening or weekend duties in addition to specific responsibility areas of electrics, security, and cleaning.

This position is offered initially as an apprenticeship with a view to becoming permanent for the right post holder. As a minimum the post holder will need to take on a share of the general day to day tasks, evening and weekend duties. We would also be interested in developing our abilities to undertake any of the following property improvement areas:

- Decorating
- Plumbing
- Carpentry
- PAT testing and or electrician
- Gardening
- General Property Maintenance

It may be that you already have skills in one or more of these areas in which case this post gives the opportunity to further enhance your skill base within your career. For those with less experience the post provides many avenues to develop your skills.

The school is open all year including some evenings and weekends. We undertake some lettings but the majority of evening events are school based information evenings. Much of the property maintenance and improvements are undertaken in house during the school holiday periods. We are a very busy school and the successful post holder will need to be able to work flexible hours depending on the termly schedule we have.

This information pack contains all the details on the post, terms and conditions, and school, so, if you feel the job role is for you please complete and return the enclosed application form by mail to Mrs J Ford, by email to jford@bsg.bournemouth.sch.uk. The application form and full details can be found on our vacancies page of our website www.bsg.bournemouth.sch.uk.

The closing date is Thursday, 1st June 2017

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ
Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.



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JOB DESCRIPTION

Job Title

Premises Assistant

Main job purpose

To undertake a range of duties to contribute to the security and day-to-day maintenance of school premises.

Main responsibilities and duties

- To contribute to the general tidiness and safety of site areas.
- To set and check the operation of the school's heating systems, carry out any necessary meter readings and ensure the availability of adequate fuel supplies.
- To take delivery of fuel and other goods and arrange safe storage or distribution, as required.
- To set out/put away furniture for school events, school lettings as required, and to undertake portering duties, as needed.
- To ensure that staff and pupil cloakroom and toilet facilities are in working order.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To undertake a range of handyperson duties as directed by the Bursar to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
- To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- To be the responsible person during school lettings as required.

Knowledge & skills

No formal qualification requirements but some experience in one or more of the following would be desirable: property maintenance, security, plumbing, electrical, decorating, health and safety.

Supervision and management

The postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

Problem solving and creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours.

Identification of health and safety hazards throughout the school premises.

Key contacts and relationships

Daily contact with the Bursar and Premises staff. General contact with other school staff and contractors/suppliers.

Decision making

Making appropriate arrangements for repairs to be carried out, as authorised by the Bursar responding in line with agreed school policies and procedures.

Resources

Cleaning equipment (eg buffing machine) and chemicals will be used on a regular basis.

Training and appropriate personal protective equipment will be provided, as necessary.

Working Environment

Supervision of cleaning staff if relevant. There will be no staff or budget responsibilities.

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement. In addition, some lifting is required including the movement and handling of cleaning equipment, machinery and school furniture.

Some outdoors work in adverse weather conditions may be required, including the provision of safe access to school buildings when snow or ice problems occur.

Progression in Post (if applicable)

Date:

May 2017

Terms and Conditions

Hours per week:	Basic of 20 hours per week.
Weeks per year	52.14 weeks.
Holidays:	Initially 5 weeks, rising to 5.6 weeks after 5 years service.
Salary scale/point:	Grade 5 - SCP 13 – 17 £8,914 to 9,606 on a pro rata basis at age 21 and over. The hourly rate is £8.5477 to £9.2117. The FTE for this post is £16,491 to £17,772.
Contract	Apprenticeship with a view to becoming permanent for the right person. The training programme will be agreed with the post holder and offers the opportunity to gain qualifications in one or more of the following skills: property maintenance, painting and decorating, carpentry, plumbing, PAT testing and other electrician based qualifications.
Condition of Post	The appointment is subject to satisfactory references, police and medical clearance. The appointment is subject to the satisfactory completion of a six-month probationary period.

Recruitment Programme

Closing Date Thursday 1st June 2017

Interviews Week commencing 5 June 2017