



# Premises Assistant

*Start date ASAP*

*Closing date: 5pm, Friday 12<sup>th</sup> August*



Reach Academy  
**Feltham**



Reach Academy Feltham exists to transform the lives of our pupils by giving them the skills, attitudes and attributes to flourish in any career and live happy and healthy lives, full of choices and opportunities.

*“The mission and ethos of Reach Academy permeates everything that we do.*

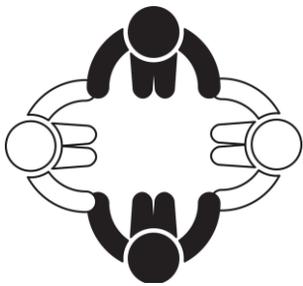
*There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.*

*If you are passionate about making a difference, then Reach is the place for you.”*



**Juan Pedroza,**  
Volunteer at

Reach (2012)  
to Head of Phase 1 (2021)



We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.

# JOB DESCRIPTION

## Premises Officer

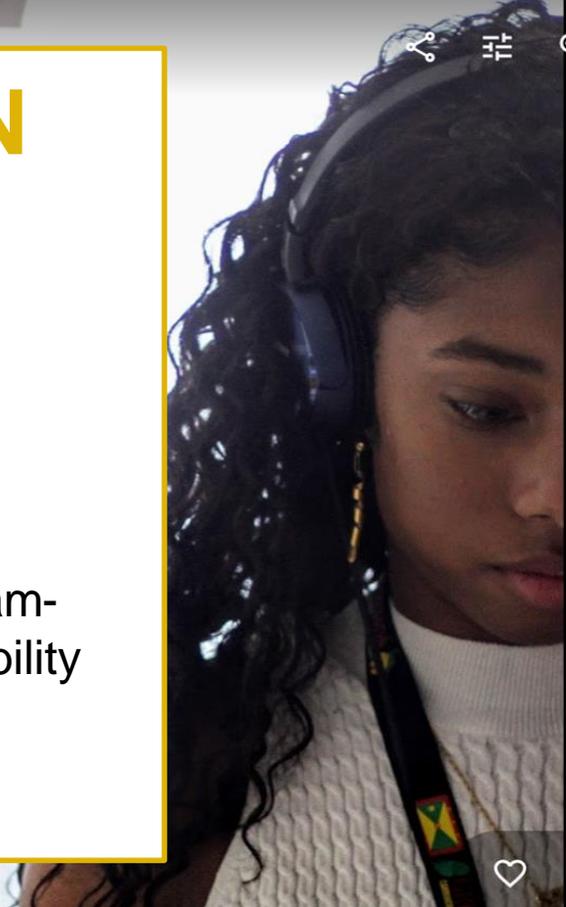
**Reports to:** Premises Manager

**Start date:** ASAP

**Salary:** £25,500 per annum

**Working hours:** 40 hours per week (7am-4pm Monday-Friday typically but flexibility required)

**Contract term:** Permanent



## The Role

The role of Premises Assistant plays a critical role within the school. The role includes a wide range of duties and responsibilities connected with the fabric and grounds of the school. These responsibilities include security, cleanliness, portering, monitoring contracts/contractors, routine maintenance and refurbishment and minor repairs.

# Job Purpose

You will be part of a team who maintain the safety of the school, including ensuring that the school's policies related to Health and Safety are being followed in all aspects of the school's operations. You will ensure the security of the site in and out of hours, including when the site is being rented out and to maintain the school buildings and environment, including undertaking DIY and minor repairs. You will assist in the rolling programme of internal decoration and carry out any agreed improvements while ensuring compliance with Health and Safety standards. You will assist in carrying out risk assessments including annual audits relating to security, health and safety, general building and grounds conditions.

## Main Responsibilities

### Health and Safety

To ensure that staff are aware of the Health and Safety practices and are operating in line with these and ensure these are explicit.

To conduct regular monitoring of the building, identifying issues relating to H&S and addressing them quickly.

### General site duties

To oversee deliveries, storage and distribution.

To oversee the effective, safe and tidy storage of curriculum and other materials.

To lead on setting up events: furniture and equipment and making good afterwards and managing the calendar.

To lead on office/classroom moves or setting up.

To clean and keep presentable the entire school grounds.

To complete emergency repairs and cleaning where required, Porter duties e.g. moving furniture and equipment, dealing with deliveries of goods .

Set up and clear tables and benches for the lunchtime sitting in the School Hall

Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.

## **Building Maintenance**

To maintain accurate maintenance records and equipment and plant inventory. To undertake reactive maintenance, equipment damage and cleaning—such as plumbing, carpentry, light replacement, furniture construction, drainage and decorating.

Undertake appropriate repairs and improvements e.g. redecorating and erecting shelves; minor plumbing, changing light bulbs unblocking drains and toilets.

To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance. Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Premises Manager. Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds.

## **Security/lettings**

Lock and unlock school buildings as directed by and in the absence of the Premises Manager including for evening, weekend and other out of hours use of the school.

Deputise for the Premises Manager and other members of the site team as required.

## **Team wide**

To adhere to health and safety and other relevant policies.

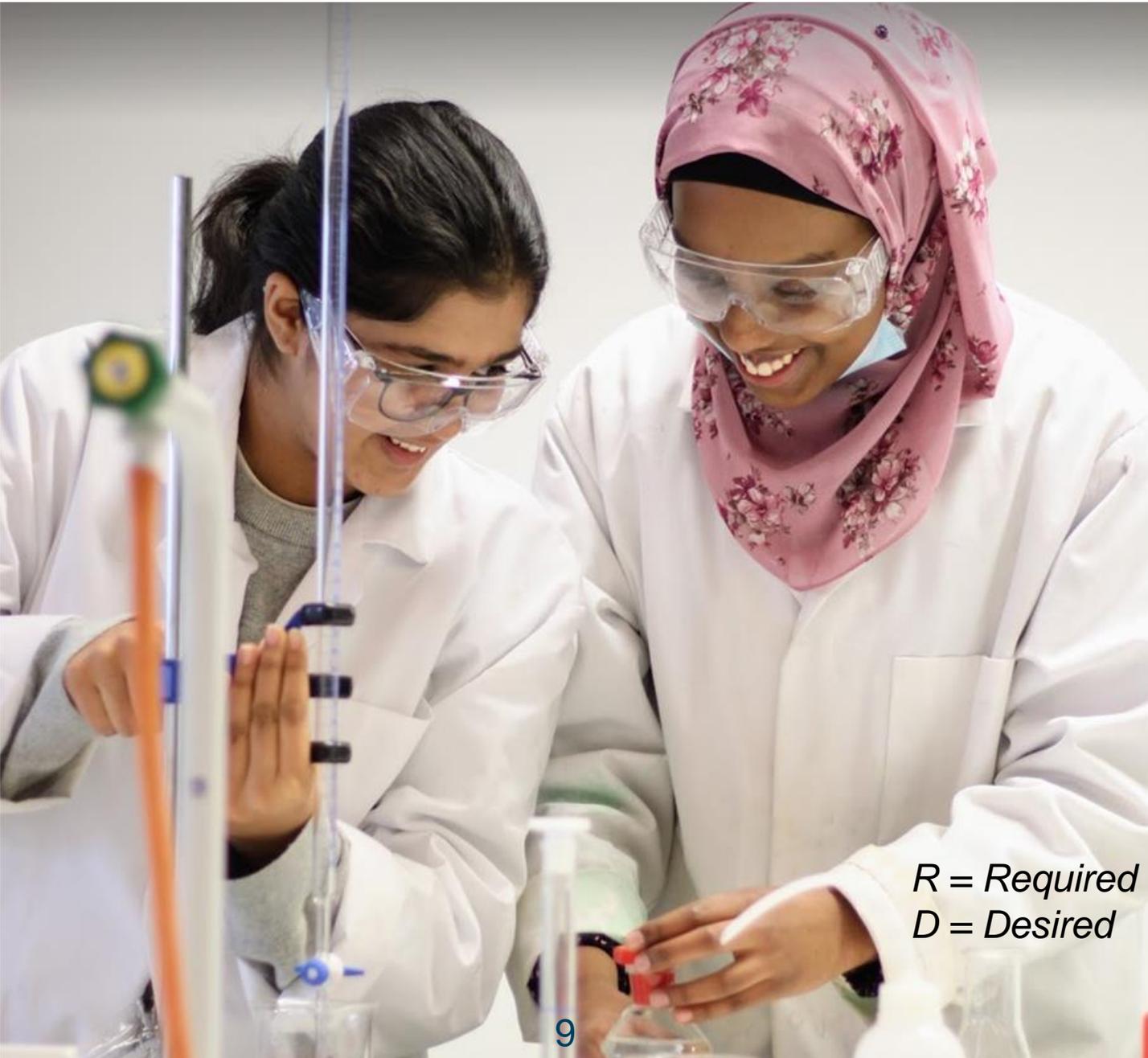
To support the pastoral care of pupils, particularly those that are vulnerable. To align with and uphold the Academy vision, standards of behaviour, discipline and exclusion policy.

Deal effectively and sensitively with child protection issues, including reporting any concerns in line with the school policy.

# Person Specification

- Skills of painting and decorating (D)
- Previous experience of working in a school or on a site (D)

**We will invest in any necessary training for you.**



*R = Required*  
*D = Desired*

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.



A young girl with dark hair in braids, wearing a dark school uniform with a white shirt and a patterned tie, is sitting at a table. She is looking off to the side with a thoughtful expression, resting her chin on her hand. In the background, another person is blurred. The foreground shows a bright pink object, possibly a chair or table edge.

“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”

**Keira**



# Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

**Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

**Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

**Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

**Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

**Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).

# JOIN OUR TEAM



Reach Academy  
**Feltham**

[recruitment@reachacademy.org.  
uk](mailto:recruitment@reachacademy.org.uk)