



Premises Assistant (Caretaker Level 2) Duties and Responsibilities

Surrey Job Family: Operational Services

Assessed Grade: Surrey Grade S4

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Grounds

- To keep all hard playing areas and driveways free from litter, leaves etc.
- To prevent trespass on the premises/grounds and ensure parking is in authorised bays only
- To ensure that visitors/hirers follow the school's site rules at all times
- To assist with the upkeep of flower beds and other areas

Swimming pool

- To assist with the cleaning and maintenance of the pool
- To supervise lettings, provide access and secure the pool after each session

General

- To assist the Premises Manager with buildings maintenance
- To assist the Premises Manager with routine safety tests
- To ensure safe access to the site in the event of bad weather
- To carry out all work in accordance with the Health and Safety at Work Act, school policies and COSHH
- To report any damage or maintenance requirements to the Premises Manager
- To deputise in the Premises Manager's absence
- To assist the Premises Manager with the care of the school's animals when necessary

Additional Information:

Annual appraisal will be carried out by the School Business Manager

The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017