

Role profile

Job Title:	Premises assistant	Grade:	5
Department:	School Effectiveness/ ELP	Post no:	68699
Directorate:		Location:	Ealing Education Centre, UB6

Role reports to:	Ealing Education Centre and Training Manager
Direct reports:	None
Indirect reports:	Contractors, occasional additional cleaning/ caretaking temporary staff.

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To be responsible for the security, general maintenance and cleaning of the Centre to maintain the premises in a clean, safe and secure condition for staff, users and casual visitors.
- To prepare rooms and premises for activities and events.
- To carry out reception duties during evening and weekend lettings and early mornings.

Key accountabilities

- To be responsible for the security of premises and contents, including routine and non-routine opening, closing and locking of premises, setting of alarms, and routine testing of alarms
- To be available for stand-by duties and attendance at emergency call outs
- To be responsible for checking the lighting and heating systems.

- To be responsible for collecting equipment, erecting/dismantling of furniture and equipment and storage after use and setting up rooms and other areas on site including preparing rooms for training and other events.
- To undertake regular inspections of premises and grounds, alerting the Centre Manager to any repairs or maintenance work required. To take action immediately where appropriate e.g. where the defect poses a risk to health, safety or security e.g. boarding up broken windows etc
- To set up tea trolleys, keep them in a clean and presentable condition and replenish as necessary
- To provide reception duties during evenings, weekends and early mornings as required and to assist people with photocopying and laminating and provide information to help visitors and telephone callers to the Centre and checking goods delivered to the Centre.
- To carry out clerical duties from time to time (e.g. collating papers, preparing mailshots etc)
- To undertake cleaning of premises, fixtures and fittings as required and according to the centre's specification, including removal of rubbish to bins or other safe storage until final removal, removal of litter and replace liners as required, leaves, broken glass etc. ensuring gullies and drains are free-flowing and ensuring relevant areas are salted and safe in bad weather.
- To be responsible for ensuring that equipment and machines are cleaned and inspected for faults and are in safe working conditions for the safety of staff and users
- To cleanse all toilet sanitaryware using appropriate sanitising fluid and mop toilet floors daily, ensuring toilets are stocked with liquid soap, paper towels, toilet paper, and maintain the dispensers as required.
- To vacuum all carpeted floors, dust furniture, chairs, tables, surfaces, window ledges and radiators, clean kitchen surfaces and sink and mop kitchen floor daily.
- The postholder is required to carry out the following "spring clean" duties during each half term break and at the end of each term. The duties to be included are wash down tables and chairs, wash walls and doors as appropriate, sanitise toilets by washing down walls and doors with appropriate fluid, using the carpet cleaner to shampoo carpets where needed, clean windows as necessary, wash kitchen cupboards and defrost and clean refrigerators. Undertake high level dusting/cleaning - always adhering to appropriate safety guidance.
- To routinely check clocks and timed mechanisms are set for correct time
- To oversee members of the public and to safeguard the building and its contents from damage, theft or misuse. To act under the direction of the Centre Manager in the prevention or investigation of such activities.

- To be willing to be trained and act as a First Aid person.
- To be responsible for the key cupboard and keep it locked when appropriate and as agreed with the Centre Manager. Keys must not be handed out to users. To arrange for digital security lock combination numbers are changed whenever necessary.
- To request unknown persons in the building to identify themselves and clarify the nature of their business at the centre. Under the direction of the Centre Manager and according to the centre's guidelines and health & safety policy, to remove members of the public in the most appropriate way where they pose a threat to health, safety or security of personnel or premises.

Key performance indicators

- Timely completion of maintenance tasks
- Health and Safety compliance

Key relationships (internal and external)

- The EEC and wider teams
- All learners and visitors to the centre

Authority level

- Use online systems to support statutory and other functions
- Contribution to local operational policy

Additional Requirement

- Any other duties appropriate to the post and grade

Person specification

Candidates please address the criteria marked with () only in your application. Please give examples**

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

Basic Maintenance and Repair Skills

1. ** Can speak politely and clearly to staff, pupils, and visitors.
2. ** Can work well with others and help out when needed.
3. ** Can follow instructions and ask for help if unsure.
4. ** Able to do simple repairs like fixing a door, changing a lightbulb, or unblocking a sink.
5. ** Can safely use basic tools like screwdrivers, hammers, and drills.
6. ** Knows when to fix something and when to report it to someone else.

Health & Safety Awareness

7. ** Understands how to keep the building safe and clean.
8. Knows how to lift things safely and use cleaning products properly.
9. ** Can follow safety rules and help keep others safe too.
10. ** Communication and Teamwork
11. ** Can follow instructions and ask for help if unsure.

Essential qualification(s) and experience

1. ** Previous experience in a premises, caretaking, or facilities role, ideally in a school or public sector environment.
2. ** Experience with routine maintenance, cleaning, and site security.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards