



JOB DESCRIPTION

Post:	PREMISES ASSISTANT
Responsible to:	Principal
Salary:	Scale 1 (Points 8-14) £14,942 - £16,932 pro rata 20 Hours per week Evenings and Weekends
Conditions of Service:	Callywith College Conditions of Service.
Main Purpose of Job:	To be responsible as required for the security, maintenance and upkeep of the Callywith site and for the general maintenance of equipment and plant.
Specific Duties:	<p>To act as key holder for College sites and be responsible for security at all times.</p> <p>To undertake the daily opening/unlocking and closing/locking of College premises on appropriate sites.</p> <p>To undertake the basic general maintenance of the premises, fixtures and fittings including minor repairs.</p> <p>To undertake cleaning duties within College premises as required.</p> <p>Collection and disposal of refuse.</p> <p>To keep clean, safe and litter free all external hard surfaces (e.g. paths, steps, car parks, sport areas) and remove all graffiti.</p> <p>To assist with the moving of furniture and equipment and the re-arranging of rooms and other related tasks as required.</p> <p>To receive and direct visitors to the College and manage the use of car parks.</p> <p>To arrange for the daily delivery of internal mail between College buildings.</p> <p>To be responsible for the upkeep of College premises and grounds and to report health and safety concerns to the Health and Safety Officer.</p>

**General
Requirement:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Comply with Health and Safety Procedures as laid out in the College Health and Safety Policy.

Comply with the College's Equal Opportunities Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post holder will also be required to undertake such other tasks as the Principal from time to time may determine.

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



PERSON SPECIFICATION

PREMISES ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- experience of looking after premises, preferably in an educational context
- good interpersonal skills
- specific skills and experience in relation to:
 - i. grounds maintenance
 - ii. minor repairs to premises, fixtures and letting
 - iii. maintenance and operation of equipment
- a commitment to the basic purpose of the college
- a first aid qualification or the willingness to acquire it through appropriate training.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.