



RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

Approach Road, London, E2 9LY

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e-mail: success@rainesfoundation.org.uk

Website: www.rainesfoundation.org.uk

Interim Headteacher: Rob Hullett

PREMISES OFFICER

Required October or Earlier 2017

NJC Grade Scale 4, Spine Point 18-21 £21,546-23,610

37.5 hours per week

Full-Time*

Provide an efficient and effective premises service.

Main Responsibilities

- Carry out routine tasks, as directed, including :
 - Assisting with secure opening up and lockdown arrangements at the beginning and end of the school day and other times as appropriate, including weekends and school holidays
 - Taking prompt and appropriate action to ensure that all services are operating to a satisfactory level
 - Taking action to ensure that :
 - The buildings and grounds are maintained to expected high levels of cleanliness, hygiene and attractiveness of appearance
 - Toilet areas are kept clean and appropriately provisioned
 - Routine repairs are actioned promptly and efficiently
 - Routine works in connection with larger-scale projects are actioned promptly and efficiently
 - Deliveries are properly signed in and forwarded on appropriately
 - Assisting with any required moving or relocating of furniture or equipment
- Participate as appropriate in the school's agreed Performance Management Programme.
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Undertake any additional duties or responsibilities as reasonably directed by the Principal, commensurate with the scope and grade of the post.

Person Specification

Qualifications

- Educated to at least GCSE level or equivalent
- OR
- Appropriate relevant facilities-based experience

Experience

- Experience of premises-based or other relevant work in a school or other comparable organisation
- First-aid qualified or willing to undertake appropriate training

Skills and Understanding

- Good organisational, communication and interpersonal skills
- Good level of technical competence in all areas relevant to the post



- Understanding of and commitment to the Raine's Foundation School aims and values and the challenges and opportunities facing the school
- Understanding of and commitment to work flexible and/or unsocial hours to fully meet the needs of the school
- Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality

Qualities

- A positive attitude to work and life
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
- Hard-working, resilient and professional but with an appreciation of the need to maintain work-life balance
- Commitment to own continuing professional development and to supporting the continuing professional development of others

Safeguarding

The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Raine's Foundation School.

Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.

“The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”.
 (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

Signed By :

Post Holder Date

Line Manager Date

Headteacher Date