

**Longhill High School
Rottingdean
Brighton**



**Information Pack 2019
Premises Assistant**



Longhill High School

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Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

Our recent Ofsted Inspection Report (2016) has confirmed that Longhill is moving in the right direction, citing that 'there is much expertise within the teaching staff which generates enthusiasm for learning in many pupils'. Longhill is a truly comprehensive school, with a lively and committed staff that are united in their determination to make it a great school in which all our present and future students can fulfil their potential.

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk. Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Miss K Williams
Headteacher

Longhill High School – Premises Assistant

Job Description

Job Title:	Premises Assistant - Full year.
Responsible to:	Premises Manager.
Hours of work:	37 hours per week. As per shift rota.
Pay:	Level C NJC Scale 4 (£19,554 to £21,166)
Notice:	One month required

Purpose of the Job

To work proactively ensuring the upkeep of cleanliness, maintenance, security, hygiene and safety within the school buildings and its grounds, in order to ensure the health, welfare and safety of staff, pupils and visitors, in accordance with health and safety legislation.

Main Functions and General accountabilities:

1. To promote and maintain cleanliness and tidiness, thus creating a pleasant, safe and hygienic working environment.
2. To ensure designated areas are cleaned in accordance with the building cleaning specification as directed by the Premises Manager or designated nominee. This may include hallways, floors, removing graffiti as well as unpleasant and potentially harmful substances from surfaces.
3. To carry out and/or to ensure all aspects of cleaning within the school and on site are completed appropriately in line with Health & Safety guidelines and the cleaning specification.
4. To be responsible for any gardening within the school grounds in order to ensure a presentable environment for pupils, staff and visitors.
5. To monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate and ordered within an agreed budget.
6. To carry out repairs (in line with previous experience as directed) and report defects such as faulty plugs fuses etc. to supervisor/manager.
7. To inspect school equipment as specified, and to carry out basic maintenance to school buildings, this may include decorating, carpentry, basic plumbing, minor repairs such as faulty plugs, fuses, light bulbs, and refurbishment projects such as erecting shelves, partitions, work surfaces as directed within capabilities.
8. To read all meters and record as required, including assistance with energy conservation procedures, and to operate heating and hot water supply plant in accordance with agreed policy instructions and carry out frost precaution procedures.
9. To work with the Premises Manager to train and retain new Premises Staff and to assist with the recruitment of new staff in order to ensure an effective workforce is available to carry out the service required.

10. To move furniture as required. There is no provision for the task to include the wholesale placement and removal of chairs on a daily basis however chairs may need to be arranged on occasion as and when required.
11. Take such measures as appropriate to protect the school and its contents.
12. To comply with regulations relating to security and confidentiality.
13. To be 'on-call' in the event of an emergency during school closure times (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.
14. To be a key holder for the school premises, responsible for routine opening and closing of the school premises if required.
15. To ensure access is provided to cleaning/contractors' staff within approved times.
16. To perform risk assessments if required, and to liaise with other agencies in order to ensure Health & Safety checks are carried out, and that Health & Safety standards are maintained.
17. To supervise cleaning staff or monitor cleaning contracts staff and record cleaning standards to ensure the requirements are maintained and that the school is a clean and pleasant environment.
18. First point of contact for contractors to the school.
19. To liaise on a daily basis with the Premises Manager or nominated person to discuss any areas of concern and to decide on the order of work required to be carried out by the post holder or contractors.
20. To use a web based job list, use Gmail, Word and Excel to communicate within the school.
21. To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
22. To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
23. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Longhill High School 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

Post Title: Premises Assistant

Criteria	Essential Criteria
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none">• Educated to NVQ Level 2 or comparable relevant experience.• A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs).• Knowledge of Health & Safety regulations in schools including COSHH guidelines.
Skills and Abilities	<ul style="list-style-type: none">• Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items and operate vacuum cleaners, scrubber dryers and floor mops.• The ability to work flexible hours.• Willingness to undertake necessary tasks of an unpleasant nature.• Effective verbal communication skills.• Good Numeracy and Literacy skills.• Strong organisational skills.• The ability to prioritise own workload.• The ability to work unsupervised.• The ability to supervise the work of others.• Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school.
Other Requirements	<ul style="list-style-type: none">• An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations.• Flexibility.• Reliability.• Mature attitude to work.• Willingness to learn, keep up to date with and implement Health & Safety procedures/policies relevant to the role.
Experience	<ul style="list-style-type: none">• Two years' experience of Facilities Support related work.• Experience of organising or dealing with supervision of a range of maintenance, cleaning and janitorial duties.• Experience of supervising staff.

Criteria	Essential Criteria
Desirable	<ul style="list-style-type: none"> • Previous knowledge/experience of cleaning. • Experience of use of cleaning machinery.
Equalities	<ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

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The Premises Team

The Premises Staff operate on a weekly rotational shift system between the hours of 6.30 am to 9.45 pm (9.15 pm Friday); there is an absolute requirement for flexibility. This means that you will be required to change your shift pattern to cover periods of absence or holidays, sometimes at short notice.

The shifts covered are; 6.30 am to 2.30 pm (start 7am Friday) - 11.00 am to 7.00 pm (6.30 pm Friday) - 1.45 pm to 9.45 pm (9.15 pm Friday)

The team is made up of a Premises Manager and two premises assistants. In addition there are 9 cleaners that are supervised by the Premises Manager and his two assistants.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.