

The LETTA Trust

Premises Assistant Job Description



Salary grade: scale 4 point 7-10

Hours: 35 hours per week all year round

Contract type: Permanent

Responsible to: Senior Premises Manager (SPM)

Main Purpose of the Role

- The Premises Assistant will share the Trust's values and vision for its pupils and, as part of the premises team, will play an active part in maintaining and improving each school site.
- The post holder will support the Senior Premises Manager in ensuring that Trust premises are well presented, safe, secure, compliant and fit for learning, work and community use.
- The post holder will contribute to effective premises operations across Trust sites, including maintenance, cleaning, security, portering, contractor support, statutory checks, record keeping and use of the KCH Portal.

Premises, Maintenance and Site Operations

- Support the SPM to maintain and improve school buildings, grounds, plant, equipment and site infrastructure across Trust premises.
- Carry out routine maintenance, minor repairs and practical site tasks as directed by the SPM, ensuring work is completed safely, promptly and to an appropriate standard.
- Support planned maintenance and life cycle works by preparing areas, providing access, liaising with contractors on site and reporting progress, issues or follow-up actions to the SPM.
- Respond to reactive maintenance requests and urgent site issues, making safe where appropriate and escalating matters that require specialist attention or higher level approval.
- Assist with the procurement, receipt, storage and monitoring of premises supplies, equipment and stock, ensuring deliveries are checked, recorded and stored securely.
- Support the efficient and proper portering of furniture, resources and deliveries within and between Trust premises, including responding to short-notice operational requests from schools.
- Support the smooth operation of lettings and events, including opening, closing, setting up, clearing away and ensuring the site is left safe and secure.
- Act as a point of contact for external utilities and site services when directed by the SPM, reporting faults, meter or supply issues and contractor attendance promptly.

KCH Portal, Records and Administration

- Use the KCH Portal as the Trust's premises management system to receive, update and close work requests, record actions taken and provide accurate status updates.

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- Record completed maintenance, checks, inspections, remedial actions and evidence on the KCH Portal or other agreed Trust systems in a timely and accurate manner.
- Upload or provide documentation, photographs, certificates, contractor notes and other evidence required by the SPM to maintain accurate premises and compliance records.
- Support the SPM in maintaining organised premises records, including stock information, site documentation, statutory check sheets, contractor records and audit evidence.
- Communicate clearly with the SPM and premises colleagues about outstanding tasks, risks, completed work and any actions that require follow-up.

Health, Safety, Security and Compliance

- Support the SPM in maintaining Trust premises in a safe, healthy, secure and legally compliant condition.
- Carry out routine site checks, inspections and statutory or compliance checks as directed by the SPM, for example fire alarm tests, emergency lighting checks, water hygiene checks, playground or external area checks, ladder/access equipment checks, COSHH storage checks and other local routines, subject to training and competence.
- Record checks accurately, report defects or non-compliance promptly and support the completion of remedial actions within agreed timescales.
- Identify and report hazards, unsafe conditions, near misses, security concerns and maintenance risks, taking immediate action to make areas safe where appropriate.
- Follow Trust Health and Safety policies, risk assessments, safe systems of work and guidance so that legal and operational requirements are met.
- Support the SPM with site inspections, safety audits, risk assessment actions and the preparation of records for review by Trust leaders, emergency services, auditors or other relevant organisations.
- Ensure proper maintenance, safe access and safe storage arrangements are followed for fire and safety equipment, materials, tools, chemicals and site equipment.
- Support the safe and efficient operation of mechanical, electrical and heating services, monitoring lighting, heating and ventilation and reporting any concerns promptly.
- Maintain the security of the premises by undertaking patrols, opening and closing buildings according to agreed procedures, using alarms and CCTV appropriately and ensuring keys are issued, stored and secured in line with Trust requirements.
- Act as one of the key holders and attend emergency call-outs as necessary, taking appropriate action in cases of break-in, theft, fire, flood, alarm activation or other site emergency.

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- Liaise professionally with Trust colleagues, police, fire brigade, emergency contractors and other relevant organisations on matters of security, fire and safety, keeping the SPM informed.

Cleaning and Site Services

- Work with the premises team and cleaning contractors to ensure Trust sites are clean, tidy, safe, litter free and ready for use.
- Support the SPM in monitoring cleaning standards, raising concerns promptly and providing practical feedback about areas requiring attention.
- Undertake or arrange appropriate cleaning of slippery floors, floods, spillages and bodily fluids not on pupils or their clothing, using agreed procedures and personal protective equipment.
- Ensure waste, recycling, external areas and storage spaces are managed safely and kept in good order.

Contractors and Projects

- Provide access for contractors, signpost site requirements, monitor attendance and ensure contractors follow Trust safeguarding, health and safety and site procedures.
- Support the SPM by checking that contractor work appears complete, areas are left safe and tidy, and any defects, omissions or concerns are reported promptly.
- Ensure contractor documentation, permits, delivery notes, completion notes or certificates are passed to the SPM or uploaded to the agreed system where required.
- Liaise with surveyors, contractors and other authorised officers on property, grounds and plant maintenance as directed by the SPM.

Communication and Team Working

- Work flexibly and collaboratively as part of the Trust premises team, supporting colleagues across LETTA Trust school sites as required.
- Communicate with staff, pupils, visitors, contractors and external organisations in a professional, courteous and helpful manner at all times.
- Use work email, radios, messaging systems and the KCH Portal to communicate effectively with the SPM, premises colleagues, school staff and external organisations.
- Attend premises team meetings, briefings and training as required, contributing practical knowledge and sharing relevant information with colleagues.
- Work with Headteachers, school leaders and staff under the direction of the SPM to support safe, efficient and responsive site operations.

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Managing Own Performance and Development

- Participate fully in the Trust's performance management cycle.
- Attend relevant training and apply learning to improve site operations, health and safety, compliance recording and use of premises systems.
- Demonstrate resilience and resourcefulness, anticipating and solving practical problems and escalating issues where appropriate.
- Maintain appropriate knowledge and competence for premises tasks, statutory checks, safe working practices and use of key site systems.

General Requirements

- Work flexibly across LETTA Trust school sites and closely with the SPM, Headteachers and school leaders.
- Show commitment to the Trust, combatting social inequality, supporting its inclusive ethos and strongly opposing all forms of discrimination.
- Support the Trust's statutory policies including health and safety, disability discrimination and equal opportunities.
- Safeguard and promote the welfare of pupils and follow child protection procedures adopted by each school.
- Undertake any other professional duties commensurate with the grade of the post.

Notes

- This job description is illustrative of the general nature and level of responsibility of the work and is not a comprehensive list of all tasks.
- The post holder may be required to work outside normal school hours, including opening or closing buildings for events, attending emergency call-outs or overseeing lettings.
- The job description may be amended at any time in consultation with the post holder.

Line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____