



## JOB DESCRIPTION



<b>Post:</b>	Premises Assistant
<b>Responsible to:</b>	Premises Manager
<b>Salary:</b>	£18,278 - £18,618 per annum Scale 2 (Pts 14 - 16) <b>Full Time - Rota basis between 7.00 am and 10.00 pm including weekends.</b>
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service.
<b>Main Purpose of Job:</b>	Under the overall direction of the Premises Manager to be responsible as required for the security, maintenance and upkeep of the Truro and Penwith College sites and for the general maintenance of equipment and plant.
<b>Specific Duties:</b>	<p>To act as key holder for college sites and be responsible for security at all times. 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>Set and ensure security systems are in place.</p> <p>To support cleaning duties within college premises as required.</p> <p>Collection and disposal of refuse.</p> <p>To report immediately to Premises Manager any building defects.</p> <p>To keep clean and safe all external hard surfaces (e.g., paths, steps, car parks, sport areas) and remove all graffiti.</p> <p>To receive and direct visitors to the College and manage the use of car parks.</p> <p>To assist with the moving of furniture and equipment and the re-arranging of rooms and other related tasks as required.</p>



**Specific Duties:**

Daily delivery of internal mail, parcels and other deliveries between college sites as directed.

To be responsible for the upkeep of college premises and grounds and to report health and safety concerns to the Premises Manager.

To act as part of a team of reversing assistants

To drive College transport to assist with transporting students and supporting events/movement of materials/equipment.

To complete and maintain records of periodic checks on premises/equipment/systems (e.g. weekly and monthly fire checks and in specialist areas where appropriate).

To undertake training to develop your skills and abilities and ensure compliance by self and others:

**Mandatory Training:**

Safeguarding  
Equality and Diversity  
First Aid (1 Day)  
Manual Handling  
MIDAS  
Fire Panel and Fire Marshall  
E-Vac  
Lift Release  
Reversing Assistant  
Distribution board resetting  
Fire extinguisher training  
Working from heights

Further training opportunities.

Ensure compliance to all relevant statutory duties under the College's Health and Safety Policy ensuring the College operates in a safe manner.

**General Requirements:** 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:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

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.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

Student Welfare and Support Services.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

To be responsible for promoting equality and diversity in line with college procedures.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

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

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

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

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



## 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
- excellent interpersonal skills
- willingness to work flexible hours including evenings and weekends
- specific skills and experience in relation to:
  - i. grounds maintenance
  - ii. minor repairs to premises, fixtures and letting
  - iii. maintenance and operation of equipment
  - iv. current driving licence
- a commitment to the basic purpose of the college
- a first aid qualification or the commitment to acquire it through appropriate training
- Willingness to attend training, as required, to assist them in carrying out any of the duties

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.

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