

Premises Assistant

Location: Putney School of Art & Design, SW15 2QL

Hours: 15 hours per week (You will be required to cover evenings shift and occasionally Saturdays)

Grade: £10.35

Closing date: 5 Dec 2021

Interviews: w/c 13 Dec 2021

To start: 31 Jan 2022

This is an exciting opportunity to be joining Putney School of Art & Design at Enable Leisure & Culture. To find out more about the school please see our website

<https://www.psad.org.uk/>

We are looking for enthusiastic and positive individual to join our team at PSAD. You must be a clear communicator who prides themselves on providing excellent customer service.

Responsible to the Operations Manager for the security of the building and the safety of staff and learners, when on duty. The post is to cover evening shifts at the school on Mon, Tues and Weds 5-10pm during the term dates and various additional hours to cover annual leave out of term dates.

You will need to be reliable and self-sufficient with an ability to prioritise your work and use your initiative to undertake a variety of tasks including security of the building, maintenance of equipment and consumables.

You will have some previous experience of working in a school with emphasis on health and safety practice.

Enable are committed to ensuring the wellbeing and safety of all the children and staff, and as such any successful application will be subject to an enhanced check by the Disclosure and Barring Service (DBS)

PURPOSE OF ROLE:

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2. DUTIES AND RESPONSIBILITIES

Responsibilities will include:

- Required to work evenings until 10pm and occasional Saturdays 9am – 5pm.
- As directed, maintains the security of the School and the safety of its users by ensuring everything is locked at the end of each day, students and staff have safe access, unexpected visitors and contractors show identification and sign a visitor book; reports all incidents e.g. security breaches, threatening behaviour, theft to the Operations Manager or the most senior officer on duty.
- Change light bulbs, replaces toilet rolls, roller towels; ensures studios and teaching spaces are prepared ready for each class throughout the School's opening hours e.g. putting away equipment, cables, turning off heaters, clearing studios of rubbish, emptying bins, cleaning including toilets, and appropriate and safe disposal of all rubbish.
- Assumes full responsibility for the building and the safety of students in the absence of more senior staff, contacting the Key Holder (Operations Manager/Head of School) in the case of an emergency.
- Assists the Operations Manager with minor repairs as required.
- Assists with the delivery, unpacking and storing of stock and stores.
- Operate the school Art Shop and sell a range of art materials to students at designated hours, and refreshments to students in the evenings and at weekends, if required.
- Handles cash accurately, including use of cash tills and credit card payments, maintaining security of cash and stock at all times.
- Responsible for cashing up the school cash registers in the evening and at weekends, printing off and checking sales summaries, and ensuring that cash taken is stored securely.

Generic Duties and Responsibilities

- To comply with all of the company policies, including the Code of Conduct, data protection and health and safety.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
- To ensure that your line manager / safeguarding officer is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION experience and skills (all essential unless otherwise stated)

- Experience of working in a school and / or customer care
- Knowledge of importance of Health and Safety in a teaching studio
- Willingness to be flexible to help meet urgent and important business deadlines
- Exceptional interpersonal.
- Can prioritise own workload with good time management abilities.

- Can work under pressure to meet the needs of the school business.
- Ability to problem-solve and make decisions when needed
- Ability to deal with staff at all levels.
- Ability to attend meetings or work out of hours as required; some flexibility also required on occasions such as recruitment and training.
- A positive and customer service-based approach to operational work as well as the ability to act in line with our values: commitment; innovation; collaboration; knowledge

VARIATION CLAUSE

This is a description of the job as it is constituted at the date shown. It is the practice of this school periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure is conducted by the appropriate Manager in consultation with the post holder.