



Christ the King College

Job Description

Job Title: Premises & Facilities Assistant

Lines of Accountability: Management of this post will be responsibility of the Premises, Facilities and Technical Support Manager

Conditions: Salary Scale 3, Point 5 - 6
30 hours per week Term Time Plus 15 days
Normal working hours 11.30am to 6.00pm Mon- Fri
Occasional weekend or out of hours working will be required

Date: September 2025

Job Purpose:

To assist the Premises, Facilities and Technical Support Manager and work as part of the Premises Team to ensure the security of the premises, maintaining the premises, facilities, fixtures & fittings and school grounds to a high standard.

To support the College in enabling the use of College facilities by the community within and outside of normal College opening hours.

Key Responsibilities:

- Be pro-active in identifying, reporting and rectifying building defects and broken or damaged equipment, ensuring that a high standard of repair is maintained;
- Supporting the security of the College site by assisting with locking and unlocking of the buildings as required; switching alarm systems and lights on/off accordingly and carry out security checks of the premises.
- To assist in keeping the College premises free from litter; emptying litter bins; keeping storm water drains and gullies clear; removing rubbish/obstructions; removing graffiti; cleaning up spillages, etc.
- To carry out janitor duties, such as replenishing soap, toilet rolls, paper towels and other toiletries to lavatories and cloakrooms on a daily basis.
- To assist in the distribution of deliveries from the reception to the relevant areas.
- To carry out carpet cleaning or stripping and polishing of floor areas as necessary.
- To carry out minor routine grounds maintenance tasks, such as weed removal, clearing of pathways, mowing small areas of lawn, maintaining planters, etc.
- To assist with College lettings, preparing the premises as necessary, ensuring that the necessary equipment is available for the hirers, unlocking and securing the premises before and after lettings and liaising with hirers as necessary
- To assist in preparing the College premises for activities, such as parent evenings, assemblies, etc.
- To assist with general maintenance and minor repairs; for example: changing light bulbs, installing shelving or notice boards, etc.

- In the event of an emergency, such as fire or flood, assist the Premises Team and follow the appropriate procedures as necessary.
- To be able to work flexible hours to allow for changes in shift patterns, work overtime if necessary, and/or be on emergency call if appropriate.
- To assist in ensuring that all appliances and installations within the college meet the specified Health & Safety requirements

General

- To work at all times in accordance with the mission, ethos and values of the College.
- To understand and adhere to College policies and procedures.
- To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.
- To pursue personal and professional development required for the effective performance of the role.
- To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.
- To always maintain confidentiality and discretion
- To attend meetings and other College events as appropriate
- To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate
- To assist with break and lunchtime supervision of students as required
- To act as First Aider as appropriate (willingness to train as First Aider)

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The postholder may also have to carry out other duties as may be necessary from time to time as directed by the Line Manager or Headteacher, within the remit and skill set required for this post.

Conditions of Service:

The conditions of service applicable to this post are those associated with NJC Clerical Workers.

The working hours for this post may be varied from time to time to accommodate cover for absent team members or meet other College requirements, for example for College events. The postholder must be prepared to work flexible hours and, occasionally on weekends if necessary.

The school has a non-smoking policy on all College premises.