

REIGATE COLLEGE

Job description for a Premises Assistant: General Duties

Name

Responsible to: Premises Maintenance Manager

Job Purpose: To provide support to the Director of Estates & IT and Premises & Maintenance Manager and assist the Premises Assistant (Maintenance and Decoration), as directed.

Main Tasks and Responsibilities:

1. To be a named key holder for the College with the police and other emergency services **as well as any other outside organisations**, in order to assist them as and when necessary.
2. To assist the Senior Premises Assistant with the locking/unlocking of the College site and activating/de-activating the intruder alarms, as required, consistent with the College's business operations.
3. To be responsible for the security of the College sites in order to ensure that no unauthorised persons and no unauthorised vehicles are permitted on site. Furthermore, to monitor the behaviour of the College students and report any inappropriate behaviour to the Premises Maintenance Manager, Director of Estates and IT, Principal or Deputy Principals.
4. To be responsible, together with the other premises staff, for securing the premises and activating the intruder alarm systems following any function that occurs outside of normal hours both during the evening and at weekends. These are additional hours for which extra payment will be made.
5. To be responsible for identifying any issues requiring the Department's attention, particularly in areas you work in regularly.
6. To be able to identify and carry out required tasks under your own initiative.
7. To cover the shifts of other Premises staff in the event of absence. These would be additional hours for which payment would be made.
8. To assist site contractors in their work and report to the Premises Maintenance Manager or Director of Estates and IT any problems that occur.
9. To undertake minor repairs, maintenance and replacement to the plant and fabric of the College, reporting any major faults or breakdowns to the Premises Maintenance Manager or Director of Estates and IT.
10. To carry out general portage duties and store away of any furniture or other equipment that may be required for any functions.

11. To carry out any cleaning duties that may be required at the Castlefield Road and Wallfield sites, and to carry out cleaning and janitorial tasks as required.
12. To monitor the extent, and quality, of the work carried out by the College's cleaning contractor and to report any shortfalls to the Premises Maintenance Manager or Director of Estates and IT.
13. To set up and utilise any equipment required to carry out work above ground level within Statutory Health and Safety Regulations where necessary.
14. To keep the grounds free from litter, ensuring that the litter bins are emptied daily and that all hard standing areas are kept free from leaves and debris.
15. To keep the paths and driveways clear and grit them in the event of snow or ground-frost.
16. To assist with minor maintenance and weekly internal cleaning of the College minibuses and pick-up van, and their external cleaning.
17. To be a nominated College First Aider.
18. To drive the College pick-up van and minibuses as required.
19. To carry out your duties with due regard to the College's Health and Safety Policy, reporting any problems to the Premises Maintenance Manager.
20. To work closely with the Premises Assistant (Maintenance/Decoration) to ensure that their work can be completed, working to their instructions, and offering physical support when requested to do so by the Premises Maintenance Manager or Director of Estates and IT.
21. To undertake any other particular duties which may be reasonably assigned by the Director of Estates & IT and Premises & Maintenance Manager or Principal from time to time.

Person Specification

The person appointed is expected to have:

1. An understanding and support for the ethos of the College.
2. An awareness of the needs of students in the 16-19 age range and the ability to form good relationships with them.
3. A good level of DIY skills and the knowledge to carry out minor electrical and plumbing repairs.
4. Capability to cope with tasks which physical exertion, e.g. portering, lifting, gardening & painting.
5. Commitment, enthusiasm, and an ability to work under their own initiative.

6. Hold or willingness to obtain a valid first aid qualification.
7. Hold or willingness to obtain a valid Security Industry Authority (SIA) license.
8. Flexibility in their approach to work and able to work well as part of a team.
9. Good interpersonal and organisational skills and a sense of humour.
10. A willingness to take part in development and training, both as a member of a team and as an individual.
11. The ability to stay positive, and meet deadlines, even when working under pressure.
12. An awareness of the need for personal development,
13. Evidence of a commitment to equality of rights and opportunities.

September 2025

GRH

Signed:
Post Holder

Date:

Signed:
Premises Maintenance Manager

Date: