**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title**: Premise Assistant | | | |
| **Department**: Resources and Regulation | | **Post No**: | |
| **Division/Section**: | | **Post Grade**: Grade 5 | |
| **Location**: Bury Town Hall and other Administrative Buildings within Bury and Radcliffe | | **Post Hours**: 37 hours in accordance with service requirements by working various rotating shifts patterns. | |
| **Special Conditions of Service**:  Shift Working - Matrix Payment applicable for shift work  Occasional overtime/weekend working may be required  A uniform is provided which must be worn at all times  Peripatetic | | | |
| **Purpose and Objectives of Post**:  To provide a service to Administrative Buildings in respect of security, maintenance and cleaning to ensure premises conform to standards required under the Health and Safety at Work Act and provide a customer service to staff and visitors | | | |
| **Accountable to**: Admin Buildings Co-ordinator/Deputy | | | |
| **Immediately Responsible to**: Interim Executive Director foe Resources and Regulation | | | |
| **Immediately Responsible for**: None | | | |
| **Relationships: (Internal and External)**  **Internal**  All Council staff from various Departments  Chief Officers  Members of the Council  **External**  Members of the public  Contractors/suppliers of goods and services  Police/Fire Services | | | |
| **Control of Resources**:  Equipment/Materials : Intruder/fire alarm systems, equipment ,tools and cleaning materials  Health and Safety: General welfare of self, people entering the buildings and compliance with Health and Safety Regulations  Finance: N/A | | | |
| **Duties/Responsibilities**:   1. Carry out essential duties to enable the operational use of administrative buildings   Preparing them for staff occupancy and public use to include:-   * Carrying out maintenance and cleaning programmes in accordance with work schedules * Deactivate and activate security alarms and carry out internal/external building security checks * Check satisfactory operation of heating systems, monitor and check building temperatures where applicable  1. Carry out minor maintenance repairs as far as skill will allow 2. Carry out minor maintenance to floor coverings 3. Clean entrance areas , other areas ,fixtures and fittings as required 4. Remove weeds from grounds where practical 5. Check toilet/cloakroom areas are stocked and replenished with toilet 6. Receive delivery of parcels and distribute to the relevant personnel 7. Prepare the Council Chamber and any meeting rooms in readiness for meetings 8. Report any Security issues, Health and Safety hazards or repairs which are beyond the post holders duties 9. When manning the Town Hall reception be the first point of contact for staff or visitors, ascertain their needs and provide assistance as required 10. Provide assistance when required for Mayoral Functions or any special events 11. Provide helpful assistance and deal with inquiries and complaints from staff or visitors in an efficient and effective manner 12. Remove waste to ensure areas are kept clean and tidy, adhering to the Councils recycling programme 13. Carry out visual checks on fire fighting equipment, test fire alarm systems and maintain weekly records of testing 14. Assist with fire evacuations and procedures 15. Clean light diffusers, replace tubes /bulbs and starters as required 16. Assist with moving of office furniture and equipment within a premise 17. Clean/Litter pick around entrances and grit main entrances in winter months 18. Take gas, electric and water meter readings on a monthly basis 19. Raise and lower flags on specified flag flying dates and for any flag flying ceremonies 20. Attend any meetings or training courses as required 21. Provide cover for other Premise Assistants in the event of any absences, undertaking all duties and responsibilities | | | |
| **Safeguarding:**  As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  **Equality Diversity and Inclusion:**  Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.  **Health and Safety:**  The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.  **Health and Wellbeing:**  As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** | |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** | |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** | |