

# BISHOP CHALLONER CATHOLIC COLLEGE



# JOB VACANCY

## Premises Officer

Principal - Dr J Coughlan

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## JOB ADVERT



**Premises Officer (Permanent/Full Time)**

**Grade 3 Salary Range £20,903 to £27,040**

**Required for November 2020 (or earlier if possible)**

**NOR 1,224 including 237 in Sixth Form**

Bishop Challoner Catholic College is seeking a hardworking individual to join our Premises team for our dynamic and nationally recognised school.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff. This will allow exciting opportunities for any newly appointed members of staff.

We are looking for a premises officer that can show good initiative in preserving the safe upkeep of the school site and to report or act upon any concerns immediately. The premises officer will have to maintain excellent, friendly relationships with children, staff and visitors and keep the school safe, clean and in good repair. Applicants should have experience of undertaking repairs as required including plumbing, painting, plastering, basic carpentry and general maintenance. The successful applicant will be part of a flexible hardworking team who are responsible for ensuring the school is safe and well maintained for staff and students.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, or to arrange an informal tour of the school, please contact Lorraine Houldcroft, PA to the Principal at on 0121 444 4161 or visit our website [www.bishopchalloner.org.uk/vacancies](http://www.bishopchalloner.org.uk/vacancies) - please note all applications have to be on the CES support application form.

Email applications to Lorraine Houldcroft: [recruitment@bishopchalloner.bham.sch.uk](mailto:recruitment@bishopchalloner.bham.sch.uk)

**Closing date for applications is: Friday 16<sup>th</sup> October 2020**

## JOB DESCRIPTION



**Post:** Premises Officer  
**Reports to:** Premises Manager  
**Salary:** Grade 3 Salary Range £20,903 to £27,040  
**Hours:** Full time – 36.5 hours per week/52 weeks per year Holidays are to be taken during school holidays (A maximum of 5 days may be taken during school term with Line Manager approval).

**Start date:**

### Disclosure Level

Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

### Job Purpose

To maintain excellent, friendly relationships with children, staff and visitors and keep the school safe, clean and in good repair.

This job description is current at the date shown, the post-holder will be expected to undertake any other duties commensurate with the salary and job title.

### Core Duties

#### Security and safety

- Maintain premises security such that key holding procedures are observed and that the premises remain as secure as is practically possible.
- Respond to and accurately record all call outs
- Make premises secure after break-ins
- Regularly test fire alarms, be familiar with the evacuation procedure for the premises and support evacuation drills.
- Undertake the role of Fire Marshall.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to safe working practice.

#### Energy management

- Ensure lights and other equipment are switched off as appropriate.

#### Porterage

- Undertake porterage of stock, furniture and equipment as required.

## **Maintenance**

- Report all structural, fabric, fixtures, furnishings and equipment defects to the appropriate person.
- Undertake repairs as required including plumbing, painting, plastering, basic carpentry and general maintenance.
- To identify and prioritise repair work necessary, in consultation with the line manager
- Undertake regular school site premises inspections and identify and record repair maintenance requirements.
- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school site is satisfactory.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Perform emergency cleaning as required
- Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.

## **Core Duties Support for the school**

- Enable access to the school site following the normal closure time.
- Complete all necessary administration e.g. timesheets, and forward to the appropriate person for processing.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued.
- Contribute to the school's Catholic ethos, aims and development/improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- To drive the school minibus on local journeys (training will be provided if required)
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

# PERSON SPECIFICATION



Premises Officer	Essential	Desirable	Evidenced By
<b>Education and Qualifications</b>			
Level 2 qualification or equivalent in Maths/Numeracy and English/Literacy.		✓	
Relevant Level 2 qualification or equivalent experience.		✓	
Good IT skills		✓	
<b>Experience</b>			
Skills/Experience/ knowledge Experience of caretaking/site-keeping in a multi-school site or similar environment		✓	
<b>Knowledge/Understanding</b>			
Knowledge of health and safety procedures and precautions	✓		
Knowledge of moving and handling procedures.	✓		
Awareness of COSHH regulations.	✓		
Awareness of health and hygiene procedures.	✓		
<b>General / Personal Qualities and Characteristics</b>			
The ability to relate well to children and adults.	✓		
Able to work on own initiative	✓		
Able to build positive relationship with staff and students	✓		
Able to work as part of a team	✓		

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