**Premises Officer**

**Job Description / Person Specification**

**SUMMARY OF MAIN JOB ROLE AND REPONSIBILITIES**

**Reports to:** Facilities Manager, School Business Manager, Headteacher

**Hours:**  52 week contract, 37 hours per week. Hours covered 7am to 7pm on an early / late rota basis (extending to 9pm when community facilities open within the shift pattern)

(The needs of the school will require a flexible approach to shift work, including some occasional work at weekends and for emergency call outs)

**Grade:** Scale 4 Points 7 – 11 £20,092 - £21,748

**Holidays:** Leave will not usually be granted during term time and other peak times e.g. late August to early September

**Job Purpose:**

* The Premises Officer, under the direction of the Facilities Manager, is responsible for the general upkeep of the school premises and for providing a safe, secure, clean and warm environment for all site users and visitors.
* Working to the direction of the Headteacher and any other member of the school staff with delegated authority, the Premises Officer will be responsible for:

**Main duties and responsibilities**:

|  |
| --- |
| **Main Duties** |
| **Security*** Opening and locking of gates, doors and windows as appropriate
* Taking reasonable steps to minimise loss of or damage to property
* Patrolling the site at appropriate intervals
* Ensuring that intruders are dealt with adequately in accordance with the School’s practice, and where necessary the Police are informed
* Ensuring that the necessary actions are taken to minimise risk of further intrusion and damage pending more permanent repairs
* Reporting all burglaries to appropriate authorities including Headteacher, Police
* Ensure gates and entrances are kept clear
* Ensure that keys are kept in a safe place
* Ensure that all allegations of misconduct or improper behaviour involving pupils/students are reported to the line manager

**Maintenance** * Carry out minor repairs and report defects to Line Manager
* Use any specific skills or expertise where possible
* Engage in preventative maintenance – to eliminate potential hazards, taking responsibility for checks on drains, gullies, toilets etc. taking appropriate action as necessary
* Taking responsibility for monitoring contractors on site, ensuring safety procedures are adhered to and work completed satisfactorily
* Ensure plantings (both internal and external) are watered at the appropriate regular intervals – check for any obvious problems, dealing with them wherever possible, referring them to contractors where necessary

**Heating, Ventilation and Plant** * Dealing with faults and defects including checking and replacing fuses as necessary up to 30 AMPS
* Check and replace lamps, tubes etc. in light fittings

**Safety** * Maintain a safe and healthy environment referring all hazards to the nominated Health and Safety Officer
* Clear ice and snow, putting down salt and give safe access to and egress from site
* Investigate and report all accidents and potential hazards involving staff or plant equipment
* Check safety doors are secured against unauthorised entry where appropriate

**Cleaning** * Playground – sweeping, clearing litter and debris including green areas and weeding on hard surfaces
* Checking and cleaning up bodily fluids and checking soiling of toilet areas throughout the day subject to Health and Safety guidelines
* Cleaning internal windows throughout from a standing position to arms reach at appropriate intervals
* Appropriately refilling hand towels / toilet rolls / soap dispensers when appropriate

**Porterage*** Dustbin management – waste disposal
* Help all school staff (and those hiring/using school premises when available) – e.g.

assisting with large display mounting, moving of sets for productions, repairs to classroom/school equipment, staging etc* Within capabilities, remove and store furniture in available storage facilities
* Furniture moving including dining tables and chairs where necessary
 |
| **General Duties** |
| * Liaising with other users of school site
* Oversee and co-ordinate deliveries of stock, supplies, etc. to correct storage site / workroom
* Perform any other reasonable duties within the competence of the role determined by the Headteacher or other Senior leaders as necessary
* To attend for work reliably and punctually
* To remain vigilant and to do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect
* To continuously develop your won working practice, taking responsibility for identifying and addressing your own training and development needs
* In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the Health and Safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining a safe and secure working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes the proper recording and reporting of hazards and accidents
* To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

All job descriptions will be reviewed regularly in light of the changing needs of the school.   |

**Person specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will have:* At least five GCSEs, including English and Mathematics.
* Working knowledge of Microsoft Office programmes
* Plumbing / Electrical work experience
 | * An Enhanced DBS
* An up-to-date first aid certificate.
* Mechanical and / or Electrical qualifications / experience
 |
| **Experience** | * Previous experience of working in a Premises Officer or similar role for at least two years
 | * Experience as a Premises Officer or similar within a school.
 |
| **Knowledge and skills** | A good understanding of* Relevant Health and Safety knowledge within a school environment or similar
* Knowledge of routine preventative maintenance
* Undertake minor repairs and redecoration
* Carry out the lifting and furniture moving that might be necessary
* Work with colleagues and other site users in a positive, collaborative and constructive manner
* Communicate orally at the level necessary for the job
* Work with a wide range of cultural, ethnic and social groups
* React positively to change
* Equal opportunities.
* Safeguarding.

Ability to:* Willingness to be open and transparent when things go wrong
* Flexible over working hours according to the needs of the school
 | * Knowledge of specific Health and Safety requirements of a Secondary School
* Use of maintenance compliance tracking software such as Smartlog or Parago
* Previous experience of moving a school or business to a new site
 |
| **Personal qualities** | The successful candidate will have:* Excellent verbal and written communication skills.
* Excellent time management and organisation skills.
* High expectations of self and a desire to maintain professional standards.
* The ability to work as both part of a team and independently.
* The ability to maintain successful working relationships with colleagues.
* High levels of drive, energy and integrity.
* A commitment to equal opportunities
* A commitment to supporting others.
* An excellent understanding of confidentiality.
* A warm, engaging and transparent personality.

The successful candidate will be:* Committed to promoting high quality and consistent practices.
* Dedicated to their professional development
* Committed to contributing to the wider school and its community.
* Capable of successfully prioritising workload.
* A good team player, with the ability to also work using their own initiative.
* Willing to go the extra mile.
* Able to quickly adapt to changes.
 |  |

April 2021