



## Spa Education Trust Job Description

<b>Job Title:</b>	Premises Officer	<b>School Name:</b>	Spa School Camberwell
<b>Grade and Range:</b>	Grade 4 – scp 4 - 9	<b>Hours:</b>	36
<b>Reports to:</b>	Premises Manager / Headteacher	<b>Working Pattern:</b>	All year round
		<b>Supervises:</b>	All Cleaning Staff / Premises Assistant

<b>Purpose and context:</b>	Ensuring that all school sites are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.
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### Principle Accountabilities:

#### 1. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- Supervision of the school cleaning staff, establishing cleaning schedules, instructing and monitoring in appropriate cleaning methods including safe use of equipment/ machinery/cleaning agents whilst ensuring cleaners are aware of and comply with associated health and safety requirements.
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti
- Arranging the cleaning of laundry items.

#### 2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Operating an agreed programme of planned preventative maintenance
- Personally undertaking minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage
- In liaison with the Premises Manager, reporting on, arranging an overseeing any alterations, redecoration, building and maintenance works and specialised repair work
- Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
- Ensuring drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand
- Preventing unauthorised/unsafe parking on the school site
- Where school is equipped with a swimming pool, ensuring this is maintained in good order and kept clean and safe.

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### **3. Keeping all grounds and buildings secure, including:**

- Acting as a key-holder and controlling site keys, routine and non-routine opening
- Liaising with security officers
- Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Locking and unlocking internal and external doors as required, activating, de-activating and testing automated alarm and bell systems.

### **4. Undertaking various portering, administrative and letting duties, including:**

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required. May be required to transport dinner money float
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
- Maintaining stocks of materials, protective clothing and equipment as required
- Keeping up-to-date records, inventories and forms as required
- Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable
- Being a member of the Operations Committee if required to do so, attending meetings as necessary
- May have line manager responsibilities for small team of premises staff, formulating and operating rotas to ensure that premises staff are available at all times whilst minimising premium rate payments
- May be required to control, manage and operate school minibus
- May be required to transport monies to and from the bank, and deliver and collect small items in the locality of the school

### **5. Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:**

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Ensuring that other staff at the school are aware of their responsibilities as appropriate
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
- May undertake the annual testing of electrical equipment in the school after appropriate training.

### **6. Child Protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the trust
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## General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the trust' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the trust conflict with or react detrimentally to the trust's interest, or in any way weaken public confidence in the conduct of the trust's business.
- Undergo and meet the trusts conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the trust's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the trust.
- Ensuring work is line with the trust's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

## To contribute as an effective and collaborative member of the trust team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the trust team.



## Spa Education Trust Person Specification

<b>Job Title:</b>	Premises Officer		<b>School Name:</b>	Spa School Camberwell
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	<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b> <ul style="list-style-type: none"> <li>▪ Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same). Qualified to operate and manage a swimming pool (where applicable).</li> <li>▪ ONC, OND, Ordinary City &amp; Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience</li> <li>▪ Knowledge of Health and Safety regulations in relation to the post</li> <li>▪ Knowledge of the operation of heating, ventilating systems and common causes of malfunctions</li> <li>▪ Knowledge of basic supervisory skills</li> <li>▪ Knowledge of maintenance and security systems and procedures</li> <li>▪ Knowledge and understanding of appropriate cleaning methods and standards</li> <li>▪ Knowledge of the organisation and administration, aims and objectives of the school.</li> <li>▪ Knowledge of energy conservation measures</li> <li>▪ Basic understanding of school budgeting</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>Indicate how skill will be assessed either application form, at interview or tested.</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>▪ Considerable DIY experience at the level of minor maintenance.</li> <li>▪ Experience of overseeing other works ie contractors, cleaners etc, experience of undertaking responsibility for the care and maintenance of premises.</li> <li>▪ Considerable relevant experience preferably in a school environment.</li> <li>▪ Experience in building industry</li> <li>▪ Experience of administrative tasks and record keeping.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	

<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard</li> <li>▪ Ability for some heavy lifting, physical fitness appropriate to tasks required</li> <li>▪ Ability to monitor and report on structural faults/repairs</li> <li>▪ Ability to monitor and order stocks of materials</li> <li>▪ Ability to work evenings and weekends on a regular basis, ability to deal with emergencies occurring outside normal working hours following appropriate procedures</li> <li>▪ Organisational skills to facilitate lettings</li> <li>▪ Ability to communicate and liaise effectively with persons at all levels and deal on a credible level with contractors.</li> <li>▪ Ability to manage staff and programmes of work and ability to organise one's own tasks with minimum supervision and to set and work to agreed targets</li> <li>▪ Ability to drive, having own transport</li> <li>▪ Ability to undertake annual testing of electrical equipment</li> </ul>	E E E E E E E E D D	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E E E E E E	