

<b>Post:</b>	<b>Assistant Premises Officer</b>
<b>Grade:</b>	<b>Local Scale - Grade 6</b>
<b>Duration:</b>	<b>Full time</b>
<b>Job Purpose:</b>	<b>Contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities</b>
<b>Responsible To:</b>	<b>Principal/Site Manager/Business Manager</b>  <b>To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.</b>

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- To work under the direction of a Premises Officer and on occasions, under the direction of a senior member of staff, as requested to cover for a Premises Officer in his/her absence.

#### **Security of Premises and Contents**

- To open the grounds and school buildings and 'unset' alarms in accordance with schedules and lettings in order to ensure that lessons and other activities are able to take place at the specified times.
- Lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To undertake lunch time duties on the School gate in order to ensure security of the site and students.

#### **Buildings**

- To support and oversee the work of the cleaning staff so as to ensure that the school is a clean, safe, healthy and comfortable place for pupils/students, staff and other users to work in or use.
- To undertake any routine cleaning which is not undertaken by the school's cleaning staff or is required as a result of spillages and other accidents, so as to ensure that the school is a clean, safe, healthy and comfortable place for pupils/students, staff and other users to work in or use.

- To undertake the cleaning during school closures (e.g. floor polishing, cleaning walls) ensuring that the school is clean, safe, healthy and comfortable for students, staff and other users to use.

### **Maintenance**

- To support and assist with a programme of general maintenance, working as directed and according to personal skills (e.g. plumbing, electrical) to ensure that the school is maintained in a state of good repair on a cost effective basis.
- To undertake minor repairs and maintenance on an 'as and when necessary basis' e.g. changing plugs, replacing light bulbs, repairing door handles, to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.

### **Health & Safety**

- To comply with Health & Safety legislation, school policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any 'breaches' of safety regulations/policies or other safety concerns noticed to the appropriate person, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.

### **Heating Systems**

- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption and to avoid cancellations.

### **Grounds Care**

- To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.

### **General**

- To assist with the distribution of deliveries of orders to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- To lay out rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.

### **Knowledge and Skills**

- General knowledge of building cleaning and maintenance procedures and relevant Skills.
- The ability to undertake relevant training.
- Literate and numerate.
- Understanding of Health & Safety issues which would lead to a requirement to have knowledge of relevant legislation.

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) This post is subject to a check being carried out at an Enhanced level by the DBS regarding any previous criminal record.

## **Review of Job Description**

The job description will be reviewed and may be amended from time to time, within the terms of your Conditions of Employment, after consultation with you, the Site Manager and the Business Manager.

## **School Involvement**

For all staff appointed to the Academy there is an expectation that they will:

- Play a full part in the organisation and decision making of their specific department in the school generally through the structure of formal and informal meetings and thus contribute to the consultative process by which the school attempts to operate.
- Within their individual interests and capacities contribute to the wider, extra-curricular activities on offer to students.
- Consider the wider implications that a School offers and where possible contribute to the community aspect of the school.

**This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.**

## **School Policy:**

The Governors have agreed that Wreake Valley Academy building and site are no smoking areas.

The Academy has a commitment to ensure that all young people are safe and follows agreed national guidelines for child protection.

The Academy is committed to safeguarding and promoting the welfare of young people. We expect all staff and volunteers to share this commitment. The successful candidate will need to undertake an Enhanced Disclosure via the DBS.

**Tony Pinnock**  
**Principal**