**Premises Officer**

**Aim of the post**

To support the Premises Manager in ensuring the smooth running of Portland Place School.

Premises Officers will work shifts between the hours of 7am-7pm.

**Line management responsibility for**

The Premises Officer is accountable to the Premises Manager.

**Building Operations**

* To report all issues arising from facilities and maintenance of buildings to the Premises Manager.
* To ensure all buildings are opened by 7:15am in accordance with school procedures.
* To keep all external areas paths, light wells, entrance steps, gullies swept and free of leaves.
* To receive reports from Premises Manager and other staff of building defects and respond appropriately and in good time.
* To carry out minor maintenance and repairs.
* To set up and clear lunch rooms for pupils directly after the lunch period.
* To receive deliveries and move to appropriate storage location.
* To distribute internal post between buildings.
* To monitor cleanliness of buildings.
* To monitor toilets and ensure that there are sufficient supplies.
* To provide cover where necessary in unlocking buildings for absence and annual leave.
* To be proactive in assisting with ad hoc duties throughout the day as and when they arise. These tasks are coordinated by the Premises Manager.
* To keep mobile on and on person at all times with them during contracted working hours.

**Health and Safety**

* To carry out periodical testing and inspections as per the Planned Preventative Maintenance schedule and to record appropriately (including filing and updating on the digital share points).
* To communicate repair/defect requirements to the Premises manager via the Job reporting procedure.
* To be on call to receive any calls after hours of events concerning buildings and if necessary attend site as key holder.
* To escort Lower School pupils between buildings when required
* To be committed to continuous professional development.
* To be aware of the latest health and safety legislation, to identify and take immediate appropriate action to rectify any issues relating to health and safety.

**General responsibilities**

* To assist with the lunch time rota for Reception duties.
* To ensure that the Headmaster and staff are aware of major changes to relevant regulations and procedures.
* To proactively identify areas for improvement in all current systems.
* To attend and contribute to staff meetings and ongoing professional development.

**This list is not exhaustive and the essence of the job is to be accommodating and flexible at all times and the Premise Officer may be asked to do duties other than those listed, as deemed reasonable in the opinion of the Headmaster**