

Watergate School

Job Description and Person Specification

Title: Premises Officer Grade: Scale 5

Reports to: Premises Manager

Hours: 35hrs Per Week – All year round

Purpose of role

The Premises Officer has responsibility for the structure and monitoring of the plant rooms and building management systems within the site, under the direct line management of the Premises Manager. The Premises Officer is a key member of the school's staff and has a vital role to play in the provision of a safe, secure, clean, warm and happy learning environment, through planning, managing and doing, with initiative being displayed under the direction of the Premises Manager.

Although the job description is intended to be comprehensive it is not exhaustive. The governing body recognises that the Premises Officer may do work that is not covered in the following pages. The nature of the role is such that there will always be tasks which, although not generally undertaken throughout the service, will be specific to this particular site or arise from the close working relationship which the Premises Officer enjoys with all members of the school community. Furthermore, changes flowing from new ways of working or the introduction of new technologies into areas of the Premises services can be expected to result in a corresponding change in the nature of the Premises Officer's work. It is for this reason that it is recognised that the job description cannot be a fixed and final document. It is also recognised that in order to enable Premises staff to carry out their duties in a safe and efficient manner, there is a commitment on the part of the governors to the necessary training being made available.

Key Responsibilities

The Premises Officer is responsible to the Premises Manager, and to the School Business Manager, for the general upkeep of the school premises, and for providing a safe, secure, clean and warm environment for all site users and visitors, and to cover the Premises Manager when required.

Working under the direction of the Premises Manager, the Premises Officer will be responsible for:

Security

1. Ensuring that intruders are dealt with adequately and in accordance with the school's practice and that police are informed where necessary – subject to the guidelines on Health and Safety requirements.
2. Taking responsibility for CCTV systems, fire and intruder alarms, and with an agreed role re fire practices and real evacuation of the buildings.
3. Ensuring that necessary actions are taken to minimise the rise of further intrusion and damage pending more permanent repairs.
4. Ensuring that the visitors' and contractors' log books are signed.
5. Reporting all burglaries to the appropriate authorities including the Headteacher, Premises Manager, police and School Business Manager.

6. Ensuring gates and entrances are kept clear and that all windows, doors and gates are opened and secured at appropriate times.
7. Marshalling of school buses in dropping off/collecting of children from school grounds
8. Taking all reasonable steps to minimise loss or damage to the property of the school and its employees

Heating, ventilation and plant

9. Carry out daily monitoring checks of the plant rooms and building management systems that operate the heating, ventilation and hydrotherapy pool/spa plant services.
10. Daily checks of the expansion tank and boiler dials within the boiler room
11. Daily checks of underfloor heating settings and ventilation systems within the teaching and washroom facilities.
12. Ensure operational and thermostat settings are changed for holiday and winter/summer periods to reduce costs and improve energy performance.

Porterage

13. Waste removal/management – arrange skips for large quantities of waste and collection.
14. Distribution of deliveries to relevant areas within the school.
15. Helping all school staff, e.g. assisting with large display mounting, moving of sets for productions, repairs to classroom/school equipment.
16. Erecting and putting away equipment.
17. Within capabilities, removing and storing furniture in available storage facilities.
18. Moving furniture, including dining tables and chairs where necessary, chairs for assemblies etc.

Decoration, repairs, cleaning and maintenance

19. Supporting the Premises Manager in the operations and maintenance of the premises, including building, fixtures, fittings and furniture – premises include the main school, Sensory Garden and Ladywell classrooms
20. Provide first fix service for general building repairs and reporting defects to the Premises Manager – assist with ordering repairs/parts, obtaining quotes and arranging works with contractors following approval where necessary.
21. Support with the preventative maintenance programme to eliminate any potential hazards i.e. quality standard/regulatory of hydrotherapy swimming pool/spa filter system and flushing of water outlets to reduce any risks
22. Taking responsibility for regular checks on doors, locks, replacing lamps, drains, gullies, toilet/washroom etc. and take appropriate action where necessary.
23. Monitor the work of the cleaners, reporting any problems appropriately to the Premises Manager.
24. Daily checks of forecourt and playground surfaces; clearing of litter, debris and hazardous waste including the Sensory Garden/Circuit.

Health and safety

25. Maintaining a safe, secure and healthy environment referring all hazards to the Premises Manager
26. Assist in completing all statutory testing requirements for the hydrotherapy pool/spa, including treatment and chemical cleaning.
27. Knowledge of use and testing of emergency lighting, fire equipment, call points and fire panel systems
28. Assisting the Premises Manager in monitoring contractors onsite, ensuring safety procedures are adhered to and work completed satisfactorily.
29. Ensure safe handling of chemicals are in line with school H&S policy and COSHH assessments
30. Clear ice and snow from the forecourt and carpark/playground areas, and where safe put down salt to give access and egress to the site.
31. Responsible for carrying out regular checks of the pest control and liaising with service provider for changes/removal.
32. Daily vehicle safety and housekeeping checks of school minibuses

Miscellaneous Duties

33. Banking any monies as appropriate.
34. Liaising with other users of the school site including contractors as required.
35. Overseeing and co-ordinating deliveries of stock, supplies etc. to correct storage site.
36. Assisting Premises Manager with ensuring expenditure on stock and services i.e. cleaning, hygiene, swimming pool and utilities, is monitored and checked for accuracy
37. Any other duties and requests consistent with the overall purpose of the job, as required by the Premises Manager or SLT.

Staff Support provided

38. Day to day direction and support will be offered through the Premises Manager
39. The school undertakes annual performance reviews with all support staff and this will provide an opportunity for the Premises Officer to discuss their continued professional development needs with their line manager.
40. Where new technologies or new methods of working are introduced, the governing body commits to making the necessary training available to ensure that Premises Officer can carry out their duties in a safe and efficient manner.
41. Where the Premises Officer is aware that they require training or additional support, it is their duty to raise this with their line manager so that the appropriate action can be taken.

Cover and Holidays

42. The Premises Officer must not take annual leave holidays at the same time as the Premises Manager and the Premises Assistant.
Except at the discretion of the Head Teacher under special circumstances.
43. Annual leave must be approved by the Premises Manager before it is taken and therefore none to be booked until this approval has been obtained. Permission must be authorised by the staff member's line manager before holidays are booked.

Person Specification

Those categories marked 'S' will be used especially for the purposes of shortlisting.

CATEGORY

SHORTLISTING CRITERIA (Marked 'S')

Job related knowledge/aptitude/skills:

Knowledge

- Comprehensive DIY skills [e.g. painting; decorating; plumbing] S
- Basic knowledge of health and safety issues including COSHH S
- Good understanding and knowledge of general H&S, fire legislation and security systems S
- ✓ Good knowledge of plant rooms including electrical systems; boilers; heating systems and hot water

Aptitude

- To understand the need for and maintain confidentiality

Skills

- Ability to deal professionally with staff, parents and external organisations and visitors S
- Ability to work under pressure S
- ✓ Organised approach to prioritise works and successfully manage time
- ✓ Basic word processing skills and ability to provide data computerised asset management system S
- ✓ Car driver - full clean driving licence (Including D1 for minibus)

Experience

- ✓ Working unsupervised S
- ✓ Working as part of a team S
- ✓ Working with confidential material

Personal qualities

- ✓ Able to react calmly under pressure
- ✓ Able to relate to and communicate with children
- ✓ Punctual, reliable and conscientious

Equal Opportunities

- ✓ A commitment to implement the school's equal opportunities policy S
- ✓ Awareness of equal opportunities issues S

Circumstances

This post is exempt from the Rehabilitation of the Offenders Act. Any criminal conviction will need to be declared if you are appointed.