



Job Description

POST:	Assistant Premises Officer
RESPONSIBLE TO:	Headteacher and Premises Manager
RESPONSIBLE FOR:	The general upkeep of the School premises
GRADE:	Scale 3 Spine Point 15-17: £21,430 - £22,082

Purpose of the job:

The Assistant Premises Officer, Under the direction of the Premises 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 Assistant Premises Officer will be responsible for:

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 changing roller towels/refilling hand towel containers 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
- Erecting and putting away nursery equipment
- 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
- Perform any other reasonable duties within the competence of the Assistant Premises Officer determined by the Headteacher or Leadership Team 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 own 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
- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and the ethos of the school

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

The contribution of this role:

The Assistant Premises Officer's role is supporting the delivery of high quality education through helping facilitate improvements to the school's organisation and environment.

All areas of the school's work have a need for high quality support services. By effectively carrying out this role, you will not only be ensuring that efficient support services are in place to meet our teaching and learning requirements, but you will also be helping to make other people's lives easier to manage. You will also be helping to provide a positive image of Deptford Park Primary School, which can do much to enhance the school's position in the eyes of parents and the local community. This will make an important contribution to achieving the school's goals.



Person Specification

Assistant Premises Officer

Note for the candidate

The Person Specification is a picture of the skills, knowledge, and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interview processes for the post. Those categories marked with an asterisk will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted; the asterisked requirements should therefore be fully addressed in any application.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Knowledge and Understanding

S/he will be expected to show knowledge and understanding of:

- * Equal opportunities issues
- * How working in a school environment might be different from working elsewhere
- * Health and safety issues in a school environment

Skills and Abilities

- 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

Commitments

The candidate will need to show commitment to:

- Implementing the aims and values of the school
- Doing the work required to the best of his/her ability
- His/her personal and professional development
- Providing the safest, most stimulating and secure environment possible within her/his capabilities for the children and all who work at and use Deptford Park