

The Charter School North Dulwich

JOB DESCRIPTION

Premises Officer

Responsible to: Facilities Manager

Remuneration: Hays 3, Spinal points 2 – 6 (£24,954 - £26,625)

Hours: 36 hours a week. 52 week per year

The school operates a 5-day working week, which may mean that actual working days and shift patterns may vary according to the business need. Adequate prior notice will be provided if shifts and days change.

Purpose and objective of post

To work as part of the Facilities team in helping The Charter School North Dulwich attain its aims and objectives by providing timely and effective facilities and lettings assistance as required by the school.

MAIN OBJECTIVES

Facilities

- Undertake preventative maintenance tasks across the school in line with demand to a high standard of repair
- Undertake portage duties when required in support of the team
- Ensure the site is fit for purpose by working alongside the cleaning team to ensure a good standard of cleanliness
- Carry out routine statutory compliance tasks and maintain appropriate records as dictated to by the Facilities schedules and in line with HSE guidance
- Assist in always ensuring the adequate security of buildings, locking, and unlocking at the start and end of days according to shift patterns and agreed processes
- To carry out site development and improvement works e.g., erecting shelves, notice boards, etc
- To assist in identifying preventative, planned maintenance works by undertaking routine inspections of the buildings, fixtures, fittings, premises, and grounds, assessing for minor works or repairs where required
- To assist in ensuring the external environment of the school is kept free of litter, weeds, leaves etc. and that the grounds are gritted with salt during wintry conditions

Health and Safety

- Assist with statutory assessments including risk assessments and control of substances hazardous to health (COSHH)
- Maintain a safe environment for all site users including staff, customers and contractors.

- Ensure that health and safety regulations are observed and adhered to in accordance with relevant legislation and statutory provisions, reminding and guiding site users where necessary
- Keep abreast of the latest changes in health and safety legislation
- Ensure procedures are in place for the recording and reporting of incidents and accidents, including HSE and RIDDOR

PERSON SPECIFICATION

Qualifications & Experience:

- Experience of working in a similar type of role
- Multi-trade skills, or willingness to learn

Knowledge & Skills:

- Ability to build and form good relationships with colleagues, contractors, and students
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, and suppliers / contractors
- Good standard of numeracy and literacy skills.
- Basic IT skills e.g., Microsoft Outlook, Microsoft Teams
- Ability to use office computer software including word-processing and email
- Ability to do some heavy lifting, physical fitness appropriate to tasks required
- Ability to work evenings and weekends
- Ability to work unsupervised and complete set tasks.

Personal Qualities:

- Initiative and ability to prioritise one's own work
- Able to follow direction and work in collaboration with line manager and colleagues
- Able to work flexibly to meet deadlines and respond to unplanned situations
- Desire to enhance and develop skills and knowledge through CPD
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the school's ethos, aims and its whole community