



EAST BARNET SCHOOL
Job Description

Post:	Premises Officer
Accountable to:	Senior Premises Officer / Operations Manager
Grade:	Band 5
Job purpose:	To work under the direction of the Operations Manager and Senior Premises Officer as a key member of the Premises Team, ensuring the school provides a safe, secure, clean and well-maintained environment for students, staff and visitors.

Overall Duties and Responsibilities

General duties

- Manage and respond to jobs using the Every Issue Management System, ensuring work is prioritised, completed within agreed timescales and accurately recorded.
- Work proactively as part of the Premises Team, completing tasks efficiently, safely and to a consistently high standard.
- Identify maintenance issues, undertake repairs where appropriate and report specialist works requiring external contractors.
- Maintain the security of all buildings and grounds, reporting and responding appropriately to any security concerns.
- Complete statutory compliance checks and maintain accurate records using the Every system.
- Safely operate hand tools, power tools and specialist equipment appropriate to the role.
- Maintain high standards of cleanliness across the site, responding promptly to litter, graffiti, spillages, biohazards, waste and recycling.
- Carry out regular inspections of the site, identifying hazards, maintenance issues and opportunities for improvement, taking appropriate action where possible.
- Set up and clear away furniture, staging and equipment for assemblies, examinations, performances, lettings and other events.
- Support curriculum departments with practical set-up requirements where required.
- Assist with Portable Appliance Testing (PAT) following appropriate training.
- Maintain student lockers to a clean and serviceable standard.
- Carry out routine vehicle and minibus checks and report defects.

- Deputise for the Senior Premises Officer on site-related matters as required.
- Act as a First Aider and provide Welfare Officer cover following appropriate training.
- Undertake training relevant to the role, including PASMA, First Aid, minibuses and other operational requirements.

Internal Maintenance

- Monitor boilers, plant and heating systems, reporting faults promptly.
- Carry out minor repairs to fixtures, fittings, furniture, doors, walls and finishes.
- Undertake painting and decorating as required.
- Monitor and replenish maintenance consumables and hygiene supplies.
- Receive deliveries and distribute post and parcels.

External Maintenance – in addition to general duties

- Maintain the school's 3G Astro Turf pitch, including weekly dragging.
- Support the maintenance of the school grounds as required.
- Keep drains, gullies and external areas clear and operational.
- Clear leaves, snow and ice and apply salt treatment where necessary.
- Help ensure external areas remain safe, tidy and well-presented throughout the year.

Security and Associated duties

- Act as a key holder and participate in the out-of-hours call-out rota.
- Open and close the school premises in accordance with operational requirements.
- Carry out security checks of buildings and grounds.
- Comply with instructions regarding school lettings and liaise with the school's lettings provider where necessary.
- Safeguard the welfare of students, staff and visitors at all times.

Administration

- Participate positively in Premises Team meetings.
- Maintain accurate records relating to health and safety, inspections, statutory checks and maintenance activities.
- Complete all mandatory training and attend INSET days as required.
- Monitor and respond to emails, the Every Issue Management System and the school calendar to ensure tasks are managed effectively.

Flexibility

The duties outlined above are not exhaustive. The postholder will be expected to undertake any other duties appropriate to the grade that support the effective operation of the school. It must also

be noted that some out of hours working and occasional weekend work might be required, as it the requirement to be part of an out-of-hours call-out rota for occasional emergencies.

Person Specification – Premises Officer

Essential

1. Proven practical maintenance experience, with competent skills in basic plumbing, carpentry, painting and decorating, and minor building repair.
2. Experience of working in a caretaker, facilities, estates, maintenance or similar practical environment.
3. Ability to carry out a wide variety of routine maintenance tasks safely and to a high standard.
4. Competent in the safe use of hand and power tools.
5. Good practical problem-solving skills with the ability to use initiative and sound judgement.
6. Strong work ethic with a willingness to undertake all aspects of premises work, including physically demanding and routine operational tasks.
7. Ability to prioritise workload, manage competing demands and work independently.
8. Reliable, punctual and dependable with a positive, professional attitude.
9. Good interpersonal and communication skills when working with staff, students, contractors and visitors.
10. Basic IT skills for recording jobs, completing compliance records and communicating effectively.
11. Good understanding of Health and Safety and safe working practices.
12. Good standard of literacy and numeracy sufficient to maintain records, understand technical instructions, complete compliance documentation and communicate effectively.
13. Able to undertake the physical requirements of the role, including manual handling, working at height (following appropriate training), and working both indoors and outdoors throughout the year.
14. First Aid qualification or willingness to undertake relevant training.
15. Commitment to the safeguarding and welfare of all students.
16. This post is subject to an enhanced DBS check.

Desirable

1. Experience of working within a school or educational environment.
2. Experience of statutory compliance checks.
3. PASMA, IPAF or similar access equipment training.
4. Full, clean driving licence.
5. Experience of using electronic job management or facilities management systems.
6. GCSE (or equivalent) pass grades in English and Mathematics.