



## Job Description

<b>Job Title:</b>	Premises Officer	<b>School Name:</b>	Immanuel and St Andrew Primary School
<b>Grade and Range:</b>	Scale 5 £23,895 - £25,875	<b>Hours:</b>	36 Hours Full-time (split shift) 8.00am – 11.15am / 2.45pm – 6.45pm
<b>Reports to:</b>	Headteacher and School Business Manager	<b>Working Pattern:</b>	All year round
		<b>Supervises:</b>	Casual premises assistant

<b>Purpose and context:</b>	Ensuring that all school sites are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.
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### Principle Accountabilities:

#### 1. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- To monitor the provision of services by an appointed cleaning contractor in accordance with agreed procedures
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti

#### 2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Under the supervision of the business manager the premises manager will operate an agreed programme of planned preventative maintenance
- Personally undertaking minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage
- In liaison with the Business manager, reporting on, arranging an overseeing any alterations, redecoration, building and maintenance works and specialised repair work
- Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
- Ensuring drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand
- Preventing unauthorised/unsafe parking on the school site

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### **3. Keeping all grounds and buildings secure, including:**

- Acting as a key-holder and controlling site keys, routine and non-routine opening
- Liaising with security officers
- Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Locking and unlocking internal and external doors as required, activating, deactivating and testing automated alarm and bell systems.
- Locking and unlocking after school events (Christmas Fair, Summer Fair, FISA (parent teacher association) events and help set up and clear up.
- Lock and unlock after Governor Committee Meetings and Full Governing Body Meetings (with due notice).

### **4. Undertaking various portering, administrative and letting duties, including:**

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school.
- Maintaining stocks of materials, protective clothing and equipment as required
- Keeping up-to-date records, inventories and forms as required
- Assisting in the agreed procedures relating to lettings/functions on school premises.
- Attendance at the Premises Committee of the Governing Body if required to do so, attending meetings as necessary
- Line managing a casual premises assistant.
- Placing orders for materials required through the office team.
- Under the direction of the business manager and the head teacher contribute to drawing up and maintaining a premises development plan which prioritises the work required and estimates costs
- Under the direction of the business manager and the head teacher produce and implement an annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work
- Under the direction of the business manager draw up a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best-value

### **5. Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:**

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
- *May undertake the annual testing of electrical equipment in the school after appropriate training.*

### **6. Child protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection and safeguarding procedures
  - To be monitoring the gates at the beginning and end of school day which children are being dropped off at school and being collected.
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<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Required to undertake such particular duties as the Headteacher, Deputy or School Business Manager may reasonably direct from time to time.</li> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>

## Person Specification

<b>Job Title:</b>	Premises Manager	<b>School Name:</b>	<insert the school name>
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	<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b> <ul style="list-style-type: none"> <li>▪ Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).</li> <li>▪ ONC, OND, Ordinary City &amp; Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience</li> <li>▪ Knowledge of Health and Safety regulations in relation to the post</li> <li>▪ Knowledge of the operation of heating, ventilating systems and common causes of malfunctions.</li> <li>▪ Knowledge of maintenance and security systems and procedures</li> <li>▪ Knowledge of supervisory skills Basic understanding of school budgeting Knowledge and understanding of appropriate cleaning methods and standards</li> <li>▪ Knowledge of the organisation and administration, aims and objectives of the school.</li> <li>▪ Knowledge of energy conservation measures</li> </ul>	E  D  D  D  D  D  D	Interview
<b>Experience:</b> <ul style="list-style-type: none"> <li>▪ Considerable DIY experience at the level of minor maintenance.</li> <li>▪ Experience of overseeing other works ie contractors, cleaners etc, experience of undertaking responsibility for the care and maintenance of premises.</li> <li>▪ Considerable relevant experience preferably in a school environment.</li> <li>▪ Experience in building industry.</li> <li>▪ Experience of administrative tasks and record keeping</li> </ul>	E  E  D  D  D	Interview, Application and references

<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard.</li> <li>▪ Ability for some heavy lifting, physical fitness appropriate to tasks required</li> <li>▪ Ability to monitor and report on structural faults/repairs.</li> <li>▪ Ability to monitor and order stocks of materials.</li> <li>▪ Ability to work evenings and weekends periodically, ability to deal with emergencies occurring outside normal working hours following appropriate procedures</li> <li>▪ Ability to communicate and liaise effectively with persons at all levels</li> <li>▪ Ability to manage staff and programmes of work and ability to organise one's own tasks with minimum supervision and to set and work to agreed targets</li> <li>▪ Ability to undertake annual testing of electrical equipment</li> </ul>	E  E  E  E E  D  E   D	Interview
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2016 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E  E  E  E  E  E	Interview