

# ENFIELD GRAMMAR SCHOOL

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Premises Officer (Part Time)</b>
<b>SCALE:</b>	<b>Scale 3, points 14 - 17 (depending on experience)</b> 18 hours per week (5 hours Thursday & Friday and 8 Hours Saturday) 52 Weeks per Year Actual salary: £9,328 - £9,811
<b>ROLE:</b>	Day-to-day responsibility for the maintenance, security and safety of the School Site and premises.
<b>RESPONSIBLE TO:</b>	Site Manager
<b>LINE MANAGER:</b>	School Business Manager
<b>RESPONSIBILITIES:</b>	To be responsible for the general maintenance of the site in order to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users.

### DUTIES:

#### Main duties and responsibilities:

1. To assist the Site Manager/School Business Manager in the maintenance of the security of premises, ensuring proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and tested.
2. To assist in the redecoration of rooms or other parts of the site as required by the Site Manager/ School Business Manager.
3. To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.
4. To take an active role in ensuring the site meets health and safety requirements, informing the Site Manager/School Business Manager of any potential hazard or premises-related health and safety issue requiring attention.
5. To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Site Manager/ School Business Manager/Headmaster.
6. To assist in the maintenance of emergency equipment (e.g. fire extinguishers) and the proper storage and use of any harmful machinery or toxic materials.
7. To help ensure the safe and efficient operation of all mechanical, electrical and heating services on the site.
8. To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation.
9. To deal with contractors in order to ensure that work is being completed to a satisfactory standard, advising the Site Manager/School Business Manager of any error or omission.
10. In emergencies, e.g. following break-ins, to make good any damage to external or internal doors, locks or windows, and obtaining estimates for repair to any item which falls outside the guidelines for repairs and maintenance.

11. To keep under review, and regularly inspect, all aspects of repairs and maintenance of the site and to advise the Site Manager/School Business Manager on the need for minor and major repairs and maintenance.
12. To advise prospective hirers on the availability and operation of the site for lettings outside school/working hours, including assisting with hirer's requirements, when the let is taking place.
13. To undertake emergency cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids.
14. To assist the Site Manager/School Business Manager in developing a planned maintenance programme for the site.
15. To assist in arrangements for the efficient removal of refuse and rubbish from the site.
16. To ensure that external paths, steps and entrances are clear of debris, snow, water, leaves or other hazards.
17. To act as one of the main key holders of the site, registered as such with the police, and to ensure that access to keys and the site is given only to authorised persons.
18. When acting as key holder, to attend the site/premises in emergencies, taking appropriate action in the case of break-in, theft or fire, including boarding up broken windows, repairing or changing door or window locks and resetting alarms.
19. To assist in ensuring the removal and portage of furniture and deliveries within the school/site, moving small items when this is within the reasonable capabilities of one or two persons, following health and safety guidelines on manual handling of loads.
20. To work with the Site Manager/ School Business Manager on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.
21. To work constructively with all members of the Premises Team, facilitating a co-ordinated approach to site issues.

### **Continued Professional Development**

To take responsibility for personal professional development, in conjunction with the line manager, keeping-up-to-date with developments related to school efficiency.

## **PERSON SPECIFICATION**

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills, knowledge and Abilities</b>	<p>Good organisational skills and an ability to complete tasks to deadlines</p> <p>Good interpersonal/communication skills, self-confidence and ability to liaise at all levels.</p> <p>Able to manage a varied workload, and ability to prioritise and deliver to deadlines.</p>	<p>Knowledge of plumbing, electrical, building maintenance, decorating and painting.</p> <p>Knowledge of Health &amp; Safety issues relevant to the post including legislation and COSH.</p>
<b>Experience</b>		<p>Previous experience of working in a school environment.</p>
<b>Attitudes and Approaches</b>	<p>A professional, friendly and supportive attitude towards pupils, staff and other members of the school and wider community.</p> <p>A flexible approach to work and committed team player.</p>	<p>Effective time management and organisation skills.</p>