

Post:	Premises Officer
Grade:	Scale SO 1 -Inner London Weighting
Spine Points	23 – 25
Hours Per Week	35 hours Monday- Friday: All Year Round (52 weeks)
Responsible to:	Headteacher
Responsible for (where relevant)	Monitor internal and external cleaning.
Annual leave to be taken in the school holidays by prior agreement with the Headteacher.	

MAIN PURPOSE OF JOB

The main purpose of the post is to provide a professional comprehensive Facilities service to the school, ensuring that the school site is maintained in a safe, clean and secure condition.

Key Accountabilities

- The Premises Officer is responsible for the supervision of the school site and the maintenance and security of the buildings
- Premises Officer will contribute to the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensure that children, parents, staff and visitors have a safe, secure, clean and warm environment
- To develop constructive relationships and communicate effectively with staff, parents, other agencies and professionals, maintaining confidentiality and adhering to data protection regulations at all times.
- To have a due regard for safeguarding and promoting the welfare of children and to follow all associated child protection and safeguarding policies as adopted by the school
- Working under the direction of the Headteacher, the Premises Officer will be responsible for carrying out the duties of the post with regard to the school's equal opportunities policies and shared values
- The Premises Officer will be onsite during working hours unless his/her duties are required elsewhere

Maintenance, Heating, Ventilation and Plant

- Maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture
- Internal and external painting and decorating as required
- Reporting major defects such as burst pipes, leaks, flooding and breakages and arrange for its repairs.
- Liaise with contractors and emergency services as necessary
- Carrying out repairs such as carpentry, and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines
- Checking on drains, gullies, toilets etc., taking appropriate action as necessary

- Monitoring contractors on site ensure vetting in accordance to school policy, including cleaning staff, ensuring safety procedures are adhered to and work is completed satisfactorily raising concerns with Head teacher.
- Complete appropriate records (e.g. heating/safety checks, water temperature checks, fire alarm system checks, asbestos management, order forms) an electronic compliance database
- Keeping supplies and ordering of hand paper towels, toilet rolls and soap available in children's and staff toilets and other areas as required e.g. staff room
- Verify the accuracy of gas, electric and water meter reading passing on to office staff and supplier
- Checking wiring and replacing fuses in school equipment
- Arranging repairs as necessary and as requested
- Checking and replacing lamp, tubes etc. in light fittings
- Checking that all electrical devices, electrical plugs and wiring are safe and properly connected and deal with any defects, and arranging periodic safety checks/testing
- Organise regular inspections of water storage facilities to check for water borne hazards, ensuring compliance with Health & Safety legislation
- Undertake checks of the boilers in accordance with schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible
- Carry out routine maintenance procedures for heating boilers, water pumps etc. Ensure that proper safety precautions are observed in the boiler house.

Security/safety of the school premises and Health and Safety

- Act as a main key holder.
- Liaise with the out of hours key holding company to maintain site security.
- Ensuring that keys are kept in a safe place appropriately labelled and a key register is maintained, and keep duplicate sets of keys for all rooms and equipment.
- Ensuring gates and entrances are kept clear
- Ensuring equipment and tools are kept locked away secure and safe from children
- Opening and locking of gates, doors and windows as appropriate and as required.
- Locking all doors, gates and windows at the end of the day and leaving the site secure as required
- Taking reasonable steps to minimise loss or damage to property
- Patrolling site at appropriate intervals during working hours and using initiative to take action to remove barriers, deal with litter, obstacles and hazards
- Ensuring that intruders are dealt with adequately in accordance with the school's practice and subject to guidelines on health and safety requirements and where necessary ensure the police are informed
- Ensuring security systems are in working order and are tested regularly. Liaise with external service providers to ensure an efficient and cost-effective service
- Report any concerns to appropriate authorities including the office staff, Headteacher, police and other centrally based officers of the school.
- Ensuring that all incidents of misconduct or inappropriate behaviour involving pupils or adults are reported to the Designated Safeguarding Lead and/or Headteacher immediately
- Maintain an asset register and inventories of equipment and furniture using an electronic database
- Refer breaches of policy or hazards to the Headteacher

- Ensure that the school's Health and Safety policy is complied with in as far as it relates to premises management and contractors to ensure their safety and that of the pupils, staff and other school users
- To ensure that caretaking equipment i.e. mechanical aids steps, are in a safe condition
- Report to the Headteacher any hazards (i.e broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition
- Testing the fire alarm and other alarms weekly and record the event
- Investigate and report all accidents and potential hazards arising from plant, equipment and fittings and taking remedial action as required
- Check all doors are secure against unauthorised entry when and where appropriate

Cleaning, grounds care and other duties

- Checking for soiling of toilet areas throughout the day and cleaning where necessary
- Playgrounds – sweeping and clearing litter and debris including green areas. Ensuring that all playground areas and equipment are hazard free at all times
- Maintaining school grounds watering during summer months shrubbery pruning and weeding of flower beds and containers, or managing external contractors to carry out this process effectively
- Clear ice and snow to give access to and exit from the site
- Ensure grounds work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractor where necessary
- Overseeing and undertaking a required the cleaning of outside areas i.e. paths, drains, gullies, car park, play area
- Arranging window cleaning service when necessary
- Monitor the cleaning contract, to ensure the work undertaken by them meets the school's internal standards to ensure the school is a clean, safe, healthy and comfortable environment.
- Dustbin/recycling shredding, bin management – including arranging extra collections when necessary, and ensuring the dustbin area is kept clear and tidy
- Helping all school staff – e.g. assisting with large display mounting, moving of classroom and shared area furniture, simple repairs to classroom/school equipment
- Erecting and putting away larger outdoor equipment or indoor equipment set up and set downs
- Within storage capabilities removing and storing furniture in available storage facilities

Administration and additional

- Sourcing and ordering premises supplies when needed from local trade suppliers
- To seek at least three quotes for services related to premises management in line with the school's Best Value Statement.
- Contribute to the review of school policies and procedures relating to the premises function
- Order material and equipment required for use in line with school ordering procedure
- Banking any monies when required
- Liaise with other school users of the school site

- Open and secure the building as required for approved lettings
- Overseeing and co-ordinating deliveries of stock, supplies etc. to correct storage site or classroom as directed by the admin team.
- Monitoring the work of contractors with particular regard to safe working practices and consideration of school community. Keeping time-on-job checks
- Liaise with the school's linked diocesan surveyor with regard to the ongoing programme of works
- Identify and, if appropriate, provide training required by staff
- Any other duties within the scope of the post and as required by the Headteacher

SPECIFIC FACTORS RELATED TO THE POST

Subject to the duration of the need, the special conditions given below apply

The nature of the work may involve the postholder carrying out work outside of normal working hours, on late school closures (e.g. Governors Meetings/ parents' evenings/lettings).

The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service

- This post is subject to a check being carried out at an enhanced level by the Disclosures and Barring service

PERSON SPECIFICATION	Essential (E)	Desirable (D)
Qualifications <ul style="list-style-type: none"> • Good level of literacy and numeracy • NVQ level 2 or equivalent in literacy and numeracy 	E E	
Experience <ul style="list-style-type: none"> • Basic plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance • Working within a school setting • Liaising with external contractors 	E E	D
Knowledge <ul style="list-style-type: none"> • Ability to alert the school to unsafe practices • Understanding of the context in which the schools are working • Proven ICT skills: Emails, Microsoft Word, Microsoft Excel, CCTV monitoring system • STATLOG online diocese programme of maintenance. • An ability to undertake risk assessments in relation to premises function • Knowledge of health and safety issues relevant to the post including legislation and COSHH • An understanding of Health and Safety and security issues • A knowledge of good security practices • Ability to understand and apply school policies related to the post including those that relate to positive handling 	E E E E E E E	D D
Skills and Attributes <ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to relate well to staff, governors, parents, outside agencies and pupils, and be assertive when necessary • Ability to maintain accurate records • Good organisational skills – ability to complete tasks to deadlines personally or through colleagues • Ability to negotiate desired outcome (i.e. prices, deadlines) • Ability to use a range of tools/cleaning equipment relevant to post • Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms • Self-motivated • Ability to work with minimum supervision • Willingness to undertake personal development and training • Ability to work as part of a team • Flexible – prepared to work some hours outside normal working hours 	E E E E E E E E	D D D D

