



DAYS LANE
PRIMARY SCHOOL

Job Description: Premises Officer

Post title:	Premises Officer	Grade:	Bexley Grade 5 Full time & Permanent
Department:	Premises	Post hours:	32.5 hours per week 11:00 – 18:30 including 1-hour unpaid lunch Monday to Friday All year round
Responsible to:	School Business Manager		

The Role

The Premises Officer works alongside the Premises Manager and is responsible for assisting with the safe, clean and secure operation of the school premises for all users. They also help to ensure that the premises is maintained to a high standard and that it operates efficiently and effectively.

Main Duties and Responsibilities

- The efficient operation of the school site with regards to the school's routines and procedures, with particular focus given to Security and Health & Safety which should be observed vigilantly
- To be fully engaged in ensuring the school's Health and Safety and other related policies are fully adhered to, and promoted to the rest of school staff and pupils
- To be responsible in observing Health & Safety across the entire school site – dealing with issues as they are observed where possible, reporting any hazards to the Premises Manager
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school environment
- To assist with the maintenance, cleanliness and improvement of the school buildings, grounds and facilities
- Ensuring that the building and site facilities are available for school use and other users, during the school day
- Assist the Premises Manager with premises compliance, including water temperature testing and other routine tasks
- Ensure that the premises and site are clean and secure
- Undertake portering duties regarding school deliveries, ensuring they reach the correct destination and are fit for use by staff
- To offer a 'hands on' approach, willing to explore reasonable solutions to practical problems around the school site – to utilise handyperson skills in premises activities



DAYS LANE PRIMARY SCHOOL

- Carry out small repairs and DIY projects, arranging larger repairs and obtaining quotes from contractors where appropriate (in conjunction with the Premises Manager & School Business Manager), helping to ensure value for money at all times
- Log all repairs undertaken at school with the asset register
- Regularly tour the premises, interior and exterior, keeping corridors and grounds free of litter or other debris
- Monitor the toilets for cleanliness and replenish soap, toilet tissue and towel paper as required
- Lock and unlock the school premises as required, including out of hours if necessary
- To participate in training and other learning activities and performance development as required
- Establish constructive relationships and communication with all staff and third parties to the school community
- Recognise own strengths and areas of expertise and use these to advise and support others

Other specific responsibilities:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team
- To be aware of and comply with school policy and procedures
- Contribute to the overall ethos/work/aims of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description. Such variations themselves cannot justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of the job description, it will be amended accordingly. It will be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

The job description is current at the date shown, but, in conjunction with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



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Person Specification: Premises Officer

Qualifications	<ul style="list-style-type: none">• Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical and building maintenance, heating systems or demonstrable experience in these fields• Relevant Health and Safety qualification e.g. IOSH would be advantageous
Experience	<ul style="list-style-type: none">• A level of DIY experience• Demonstrable experience of practical problem solving• Experience of working in an educational environment• Experience of assisting with the management with a large and busy premise
Skills and knowledge	<ul style="list-style-type: none">• Basic knowledge of Health and Safety legislation and requirements• Good communication skills• Basic DIY skills and the ability to deploy them effectively to resolve common maintenance problems• Ability to plan, organise and prioritise around deadlines and responsibilities• Good knowledge of Health and Safety regulations, or the willingness to attend training for such• A basic to good level of computing skills is required, for logging incidents, saving information digitally and managing emails



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PRIMARY SCHOOL

Personal Qualities	<ul style="list-style-type: none">• Ability for some heavy lifting, with physical fitness appropriate to tasks required• Excellent telephone manner, especially for contacting suppliers• Ability to monitor and report on faults/repairs/hazards around the site• Ability to deal with emergencies occurring outside normal working hours• Able to work both independently and as part of a team• A willingness to help and engage with the whole school community, offering advice and basic training where appropriate• Ability to deal with emergencies occurring outside normal working hours• Ability to work early mornings and evenings as required, and potentially weekends• Able to work under pressure, to sometimes tight & dynamic deadlines• A sense of humour, with a positive outlook
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Signed by:	Headteacher:	Date:
	Post holder:	Date: