



Regional Premises Officer

We are looking for an exceptional candidate to assist the Facilities Department in ensuring that the school site and grounds are maintained in a safe, clean and secure condition. Assisting in the co-ordination and undertaking of tasks necessary for effective site management including portorage, administrative and lettings duties.

The post holder will work closely with the Premises Manager regarding the upkeep and continuing development of the premises, and the management of the site's facilities.

JOB DESCRIPTION

Job Title: Regional Premises Officer

Line Manager: Regional Premises Manager

Key responsibilities:

- Maintain lawns, shrubbery beds, trees, hedges, and fencing, sweep steps and footpaths regularly to ensure the site is kept clean, tidy and safe
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins and any other tasks necessary to maintain a clean and tidy environment
- Maintain the grass areas as necessary
- Maintain and decorate the site buildings, including the removal of graffiti, to ensure the buildings are kept in a good state of repair
- To be responsible for routine inspections of building and site and advise the Premises Manager with regards to major/emergency repairs
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required including changing light bulbs, clock batteries, clearing drains and toilets
- To assist with the removal of snow and other obstructions from entrances, steps, access pathways etc. Also maintaining adequate stocks of salt and sand.
- Provide a point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free
- Move heavy and awkwardly-shaped furniture and supplies as requested, provided the appropriate lifting/carrying equipment and working platforms are available and operational; work at heights as required in accordance with Health and Safety regulations
- Set out and store desks and chairs in main hall for examinations, school events and outside events. To set up rooms appropriately as requested by staff for routine and occasional events
- Attend training courses as required and assist in the training of other premises support staff as directed
- To undertake regular site inspections within an agreed programme

- Comply with Health and Safety and Fire Regulations
- To assist with the provision of information regarding site security when required
- To lock and unlock school buildings and areas as and when required
- To assist the Premises Manager in the maintenance of the site inventories as required
- To be a main key holder of the school
- To operate and respond to alarm systems, including carrying out site inspections of internal building after activation
- To undertake regular security checks, identify security risks and report to the Facilities Manager as appropriate
- To work with the Premises Manager in the monitoring of CCTV equipment.
- To liaise with the Premises Manager concerning day to day security aspects of the academy
- To be familiar with, and undertake academy emergency procedures and access provision as appropriate
- To assist in the co-ordination and undertaking of school lettings
- To support the Premises Manager in issues relating to the academy's Health and Safety Policy, Fire Risk Assessment and Evaluation Plan and promoting school procedures
- To assist in ensuring all required risk assessments are carried out, completed and action taken where necessary
- To ensure that appropriate signs and notices are displayed
- To assist in the undertaking of safety audits of the premises and carry out risk assessments
- To assist in the maintenance of appropriate Health and Safety and risk assessment records
- To maintain and check safety equipment and ladders etc.
- To ensure compliance to self and others in line with the academy's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals
- To demonstrate and assist in the safe and effective use of specialist equipment and materials
- To promote and ensure the Health and Safety of all pupils, staff and visitors at all times
- To assist with advising on matters relating to energy control and conservation
- To create and maintain an orderly and productive working environment
- To assist with the maintenance of all academy vehicles e.g. ensuring cleanliness
- To undertake basic record keeping for all areas of work

General

- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Academy
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all academy policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work
- To participate in Performance Management in line with school policy
- To participate in continuing professional development opportunities as identified in Performance Management and ensuring ability to fulfil role effectively
- To work effectively and successfully in your team within the school

Other

- The post holder must be committed to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Criminal Records Bureau disclosure
- The post holder must be willing to work evenings and weekends on a regular basis, and be able to deal with emergencies outside of core hours
- The post holder must be able to meet the physical demands of the role

This job description is not necessarily a comprehensive definition of the post, it does however reflect the level of responsibility at which they will be required to work. The major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Regional Premises Officer - PERSON SPECIFICATION		
	Essential	Desirable
Educational Qualifications		
Competent at basic building repairs and maintenance and grounds maintenance	✓	
Experience of commercial cleaning operations		✓
Use of small industrial/ electrical/maintenance equipment	✓	
Knowledge		
Willing to undergo training as required	✓	
Able to operate electrical/mechanical systems		✓
Able to understand and apply regulations (such as health & safety, manual handling regulations etc.)	✓	
Practical skills		
Able to effectively organise and supervise the work of others (such as cleaners and contractors)		✓
Reading, writing and numeracy skills sufficient to check timesheets, delivery notes, letting forms etc	✓	
Able to regularly handle/carry heavy items	✓	

Personal qualities

Personal qualities		
A proven record of a high level of attendance at work	✓	
Able to show initiative and work proactively to ensure the smooth running of the site	✓	
Honest, able to work effectively with little supervision	✓	
Willing and able to start work regularly when required	✓	
Be on call for emergencies and deal with regular evening and weekend lettings	✓	
Polite and courteous to members of the public, calm and patient when under pressure	✓	
Co-operative with other employees, parents and visitors	✓	
Must be flexible with regard to working hours	✓	