



Job title: Premises Officer

Salary: BESA Pay Scale (starting scale of £23,378 with an upper limit of £28,762)

Contract type: Initial contract 1st January - 31st August 2025 with annual renewal by mutual agreement

Reporting to: Headteacher and School Business Manager

Line Management of: School Caretaking Team, School Lunch & Bus Monitors

MAIN PURPOSE

The Premises Officer is responsible for the maintenance, security, and overall upkeep of the school's facilities, ensuring a safe, clean, and well-maintained environment for students, staff, and visitors. The role includes the management of the day-to-day operations of the school premises and support of ongoing improvements to the school's physical environment.

DUTIES AND RESPONSIBILITIES

Facilities Management

- Perform regular inspections of school buildings, grounds, and equipment to identify and address maintenance needs.
- Carry out or coordinate repairs, maintenance, and minor improvements, ensuring all tasks are completed to a high standard.
- Manage the school's heating, lighting, plumbing, and electrical systems, promptly reporting any issues to appropriate contractors if necessary.
- Oversee the cleaning and upkeep of the premises, liaising with cleaning staff or contractors to maintain a high level of cleanliness throughout the school.
- Maintain an inventory of maintenance supplies and tools, ensuring stock levels are adequate and making recommendations for reordering or replacement as needed.

Security

- Ensure the security of the school premises by managing access to the building, including locking and unlocking doors, windows, and gates at appropriate times, in line with the British Embassy Security Team standards.
- Oversee and manage external contractors and maintenance staff while they are on-site, ensuring their work complies with the school's health & safety and safeguarding policies.
- Carry out routine checks on fire alarms, extinguishers, and other emergency equipment and ensure they are in working order.

Health & Safety

- Conduct regular risk assessments to ensure the premises comply with health and safety regulations.
- Manage safe storage of hazardous materials and chemicals, ensuring proper labeling and handling.
- Assist in implementing and reviewing health and safety policies, including emergency evacuation procedures.
- Maintain accurate records of inspections, safety checks, and maintenance activities, providing reports to senior leadership as required.

Grounds Maintenance

- Oversee the upkeep of school grounds, including pathways, sports areas, playgrounds, and woodland.
- Arrange for the disposal of waste and manage recycling programs in line with school policies.

Event Support

- Provide logistical support for school events, including setting up and breaking down furniture and equipment.
- Assist with the transportation and setup of materials and equipment for both indoor and outdoor activities.

Other

- Manage the site team, ensuring efficient use of resources and timely maintenance.
- Lead procurement processes related to the role, including tender coordination, contract management, and monitoring.
- Manage and monitor school subscriptions related to building maintenance and operations.
- Manage the school bus service, including scheduling, maintenance, and safety.
- Support the SLT in the supervision of the lunch and bus staff to ensure smooth operations.
- Oversee staff accommodation, ensuring proper management and maintenance.

COMPLIANCE

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all relevant school policies and ensure they are updated in accordance with the policy review schedule
- Monitor completion of risk assessments within the school and update the risk register

ADMINISTRATION

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide support for the head teacher and governing body
- Support the data protection officer with ensuring data protection compliance

GENERAL

The Premises Officer shall voluntarily, from time to time, be required to attend school events outside normal working hours such as, but not limited to, business meetings, Board of Governors meetings, the Summer Fair, etc.

The Premises Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Premises Officer will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

Note: This job description may be amended at any time in consultation with the post holder.