

## **PREMISES OFFICER JOB DESCRIPTION**

Responsible to the Headteacher for the efficient provision of a safe, clean, warm and secure environment for the site users and authorised visitors. This will involve liaison with staff on site, outside employers, contractors and staff from other departments of the council.

### **Main duties and responsibilities**

#### **Maintenance**

1. To be responsible for the maintenance and upkeep of the premises inc. buildings, fixtures & fittings, furniture, curtains & blinds.
2. Reporting to the School Business Manager evidence of major and minor defects and maintaining the defects register accordingly.
3. To ensure damaged or faulty equipment, work surface fixtures and fittings etc. are removed from use and potential hazards are made safe.
4. To undertake minor repairs personally such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, change tap washers, replace fuses, light diffusers/ tubes etc. and initiate other repairs to premises as directed by the Headteacher.
5. In liaison with the School Business Manager to order and supervise day to day repairs for approved contractors ensuring they are carried out to the correct standard.
6. Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
7. To ensure alternative heating arrangements are made in cases of failure of heating systems.
8. To ensure all drains, gullies, inspection chambers etc. are free from blockage.
9. To ensure the maintenance of planted areas with regular weeding, watering and pruning.
10. Ensure the contractor carries out regular grounds maintenance and assisting when necessary

#### **Cleaning**

1. As delegated by the School Business Manager, monitoring the standards of the cleaning and other contractors, reporting defects thus ensuring the building and surrounding areas are cleaned to pre-determined standards and specifications.
2. Carrying out emergency cleaning duties during the school day
3. Ensure that the contractor carries out specialised cleaning at the relevant times e.g. floor stripping & sealing, cleaning light fittings and window cleaning.
4. To clear litter, rubbish and leaves from outside areas and weeding of hard standing to the standard required by the Environmental Protection Act and subsequent delegations.
5. To ensure the sight is free from pests & vermin.
6. To remove graffiti from walls, fittings, floors and other areas as necessary.

## **Security**

1. Is a registered key holder and ensures the overall security of the premises, taking reasonable precautions to minimise loss or damage.
2. To patrol the site at appropriate intervals, ensure doors, windows and gates are opened and closed at appropriate times.
3. To supply and maintain all the keys for the site in a safe place.
4. To summon appropriate assistance in dealing with intruders and ask people to leave the premises as directed.
5. To notify the Headteacher and Police of break-ins and thefts from the premises and complete any paperwork generated from incidents of this nature.
6. To be responsible for the setting of burglar/ intruder alarms at appropriate times.
7. To ensure that all external security lights are maintained and operate correctly

## **Safety**

1. Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testings and evacuations
2. To ensure all fire exits are accessible and escape routes are free from obstructions, both inside and outside buildings.
3. Implementing risk management policies/ procedures as directed by the School Business Manager.
4. To maintain snow clearing equipment and to clear snow and ice from all playgrounds and walkways

## **Management**

1. To ensure that sufficient cleaning and other materials are available.
2. Moving and distribution of furniture and equipment as required
3. To receive goods delivered to the school and ensure they reach their required destination.
4. To arrange for collection and distribution of equipment for repair as necessary
5. To carry out additional responsibilities as directed by the Headteacher which fit in with general site maintenance and security.
6. Checking that the minibus safety checks are completed before each journey and be responsible for cleaning and maintaining the buses inside and out.
7. In liaison with the school office staff to maintain stock records as required.
8. Setting up the school and school hall for assemblies and other events.

9. Be responsible for accurate record keeping of maintenance contracts, risk assessments and other health and safety documents. Ensuring reviews and services are carried out at the correct intervals.

## **SAFEGUARDING CHILDREN**

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
4. To undertake safeguarding training when required.