

## Smallwood Primary School

### Premises Officer Job Description

**Job Title:** Premises Officer

**Responsible To:** Headteacher & School Business Manager

**Job Purpose:**

- a) To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.
- b) Contribute to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that pupils have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.
- c) To ensure the school is Health & safety compliant

#### **Main Duties and Responsibilities**

1.
  - a) Agree and implement a programme of repairs and maintenance with the Headteacher and School Business Manager, providing details of costing, timescales etc where appropriate.
  - b) Liaise with external contractors and ensure compliance with Health & Safety requirements.
  - c) To monitor and review the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for pupils, staff and other users to use and report to the School Business Manager.
  - d) To undertake a long term programme of general maintenance work, as agreed, with the Headteacher/School Business Manager to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the Schools Development Plan.
  - e) To undertake a range of handyperson duties (i.e. those not requiring a qualified craftsman) as directed by the Headteacher/School Business Manager, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/noticeboards etc.).
  - f) Undertake and record regular checks on play equipment, legionella risk, alarm systems, PAT testing and report any problems arising
2. **Administration**
  - a) Order materials and equipment, in line with school ordering procedures.
  - b) Complete appropriate records (e.g. heating/safety checks, order forms).
  - c) Contribute to the review of school policies and procedures related to the Premises and function as a member of the School Health & Safety Committee.
  - d) Deal with day to day work related issues, relating to premises and cleaning (e.g. quality/quantity of work, working methods/use of new equipment/materials, liaising with the Headteacher as necessary.
  - e) To carry out risk assessment of general areas/classrooms
3. **Security of Premises and Contents**
  - a) To be responsible for the security of premises, liaising with London Borough of Wandsworth, Police and other emergency services in this respect if necessary
  - b) To oversee/monitor in liaison with the security company that all school doors and gates are locked and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
  - c) Carry out emergency security repairs where possible or contact the appropriate contractor.
  - d) Maintain duplicate sets of keys for all rooms and equipment.

- e) Managing staff entry system/CCTV.
- f) To ensure that all fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- g) To act as key holder for the school on call-outs

4. **Buildings**

- a) Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- b) Monitor usage of fuel, electricity, water and take meter readings. Liaise with contractors as necessary.
- c) Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school.
- d) Maintain stock of paper towels throughout the school
- e) Maintain staff and pupil toilet facilities ensuring they are clean and in working order and dealing with blocked drains/toilets
- f) Arrange for the deep clean classroom carpets annually

5. **Grounds Care**

- a) Ensure grounds care work undertaken by contractors etc. is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.
- b) Ensure grounds are kept in a clean and tidy condition and litter free incl. emptying playground bins and sweeping playgrounds.
- c) Overseeing and undertaking as required the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas.
- d) Removing snow and other obstructions e.g. animal faeces within school perimeter and immediate area surrounding the school incl. main entrances, steps, paths, pavements etc. and maintaining adequate stocks of salt and sand.
- e) Preventing unauthorised/unsafe parking on the school site.

6. **Electrical Installations**

- a) Replace tubes, starters and diffusers where accessible.
- b) Inspect electrical fittings and arrange for Contractor to deal with any defects.

7. **Heating Systems**

- a) Carry out routine maintenance procedures for heating boilers and water pumps. Ensure that proper safety precautions are observed in the boiler room. To know the location of main stop cocks and valves, and mains electricity breakers and maintain a location plan.

8. **Emergencies**

- a) Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.
- b) Liaise as necessary with Emergency Services including calling in Emergency Services as required.

9. **General**

- a) To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables for school events/breakfast clubs and undertake general portorage.
- b) Receive and transport to main store or deliver throughout the building **ALL** normal educational deliveries incl. daily milk, fruit etc.
- c) Deal with accident spillages.
- d) Active participation in school activities, such as fairs, parent's evenings and other events, assisting with setting up and clearing up of the premises at each event.
- e) To supervise the main gate for main school and Early Years Department in the mornings/afternoons

10. **Training**

- a) In consultation with the Headteacher/School Business Manager, identify and undertake appropriate training and development.

11. **Health and Safety**

- a) To comply with Health and Safety legislation, School Policy and good health and safety practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Headteacher, to enable the school and school grounds to be safe and healthy places for pupils, staff and others to use.
- b) Ensure that the school's Health and Safety Policy is complied with in as far as it relates to Premises and Contractor's staff to ensure their safety and that of the pupils, staff and other school users.
- c) To carry out duties placed on employees by Health and Safety Legislation.
- d) To ensure that caretaking equipment e.g. mechanical aids, steps etc. are in a safe condition.
- e) Report to Headteacher/School Business Manager any non-structural hazards i.e. broken windows, play equipment, or any structural faults that are seen which cause concern or may be in an unsafe condition.
- f) To carry out Health & Safety checks every half term and assisting with the annual Health & Safety Audit.
- g) Implementing risk management policies as directed by the Headteacher/School Business Manager. Completing COSHH assessments, as appropriate and ensuring suitable Health and Safety signs are displayed around the school
- h) Checking fire appliances at regular intervals ensuring that they are serviced by an approved contractor, testing fire alarms weekly and keeping records of tests and evacuations.
- i) To carry out legionella testing, in accordance with legislation and accurately recording results. Reporting any anomalies, the Headteacher/School Business Manager and liaising with appropriate bodies.

**SPECIAL FACTORS:**

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

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) Some flexibility in hours worked each day may be required.
- (c) The potholder 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.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

## Person Specification

**School/College:** Smallwood Primary School

**Job Title:** Premises Officer

|   | Essential                    | Desirable               | How assessed |
|---|------------------------------|-------------------------|--------------|
| <p><b><u>Qualifications</u></b></p> <p>Good level of literacy and numeracy.</p> <p>NVQ level 2 or equivalent in numeracy and literacy.</p>  | ✓                            | ✓                       | App/Doc      |
| <p><b><u>Experience</u></b></p> <p>Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.</p> <p>Working within a school setting.</p> <p>Liaising with external contractors including negotiating prices for small jobs.</p>   |                              | ✓<br><br>✓<br>✓         | App/Ref      |
| <p><b><u>Knowledge</u></b></p> <p>Ability to alert senior staff to unsafe practices.</p> <p>Understanding of the context in which the schools are working.</p> <p>An ability to undertake risk assessments in relation to premises function.</p> <p>Knowledge of Health &amp; Safety issues relevant to the post including legislation and COSHH.</p> <p>An understanding of Health &amp; Safety and security issues.</p> <p>A knowledge of good security practices.</p> <p>Ability to understand and apply school policies related to the post including those that relate to pupil contact.</p> | ✓<br><br>✓<br><br>✓<br><br>✓ | ✓<br><br><br>✓<br><br>✓ |              |

|  | Essential   | Desirable         | How assessed                           |
|--|---|-------------------|--|
| <p><b><u>Skills/Attributes</u></b></p> <p>Good communication and interpersonal skills.</p> <p>Ability to relate well to staff, governors and pupils and to be assertive when necessary.</p> <p>Ability to maintain accurate records.</p> <p>Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.</p> <p>Ability to negotiate desired outcomes (e.g. prices, deadlines).</p> <p>Ability to use range of tools/cleaning equipment relevant to post.</p> <p>Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.</p> <p>Ability to use your own initiative.</p> <p>Ability to work with minimum supervision.</p> <p>Willingness to undertake personal development and training.</p> <p>Ability to work as part of a team.</p> <p>Flexible – prepared to work some hours outside normal working hours.</p> | <p>✓</p> | <p>✓</p> <p>✓</p> |  |
| <p><b><u>General Circumstances</u></b></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p>  | <p>✓</p> <p>✓</p>   |                   | <p>App/Ref/<br/>Med</p> <p>App/Int</p> |
| <p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>   | <p>✓</p>  |                   | <p>Med</p>                             |

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

Doc = Documentary Evidence (E.g., Certificates)