



## **Furzedown Primary School Premises and Site Officer**

Scale 5 (Points 13-15)

36 hours per week

**Responsible to:** School Business Manager

### **JOB DESCRIPTION**

The Premises Officer plays a key role in ensuring that Furzedown Primary School provides a safe, secure, well-maintained and welcoming environment for pupils, staff, families and the wider community. The postholder will take a proactive approach to site management, health and safety, and maintenance, working closely with the School Business Manager, Headteacher and external contractors. The post requires flexibility and, on some agreed days, may involve working a split shift, typically to support early morning opening and later closing of the site. Specific working patterns will be planned in advance and discussed fully at interview, with consideration given to operational needs and work-life balance.

### **Core Purpose of the Role**

- To ensure the day-to-day operational effectiveness of the school site
- To lead on health, safety and compliance across the premises
- To contribute to the strategic development and improvement of the school environment
- To support the school's safeguarding culture through vigilance, professionalism and reliability

### **General Site Duties**

- Carry out portage duties including the movement of furniture and equipment
- Maintain the general condition of buildings, fixtures, fittings and grounds, reporting concerns promptly to the SBM
- Undertake routine DIY and minor repairs (e.g. doors, windows, locks, basic plumbing, carpentry, lighting)
- Maintain accurate records of maintenance tasks, checks and inspections
- Assist with stock control related to premises and cleaning supplies
- Arrange larger repairs, obtain quotations and liaise with contractors as required
- Supervise contractors on site, ensuring quality of work, safe practice and compliance with school procedures

### **Cleaning & Site Presentation**

- Undertake daily and ad-hoc cleaning tasks as required
- Respond promptly to emergency cleaning situations (spillages, weather-related hazards)
- Coordinate and oversee annual deep cleaning programmes
- Ensure cleaning equipment and materials are safe, well maintained and appropriately stocked
- Monitor the work of cleaning staff to ensure high standards are consistently maintained

### **Security & Access**

- Act as a principal key holder for the site
- Open and secure the premises, including during out-of-hours use where required
- Ensure buildings are secured daily (doors, windows, gates, alarms, utilities)
- Monitor and test security systems including alarms, CCTV and access controls
- Carry out regular inspections of fencing, gates and perimeter security
- Advise the Headteacher and SBM on site security matters

### **Health & Safety & Compliance**

- Promote a safe working and learning environment in line with statutory requirements
- Carry out and record routine health and safety checks including:
  - Fire safety and weekly alarm testing
  - Legionella monitoring
  - Play equipment and site hazards
  - Asbestos awareness and monitoring
- Maintain accurate compliance records and logs
- Support risk assessments and safe systems of work
- Ensure safe access during adverse weather conditions
- Monitor energy systems (boilers, ventilation, time clocks) and report faults promptly
- Support pest control and site hygiene arrangements
- Oversee contractors to ensure safe working practices at all times

### **Additional Responsibilities**

- Support the school's lettings programme, ensuring facilities are prepared and returned to standard
- Assist the SBM with monitoring premises-related expenditure
- Contribute to the planned maintenance schedule and long-term site improvement plans
- Participate in training and CPD relevant to the role
- Contribute positively to the ethos and values of Furzedown Primary School
- Uphold safeguarding, confidentiality and data protection requirements at all times

### **Other areas of responsibility**

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 and Site Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualifications relevant to aspects of the post</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of caretaking or site management, ideally within a school or similar setting</li><li>• Experience across a range of practical maintenance tasks</li><li>• Experience working with contractors and external services</li><li>• Experience of maintaining security systems and responding to call-outs</li><li>• Experience of working as part of a team in a busy environment</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Strong understanding of health and safety requirements for a large, active site</li><li>• Knowledge of fire safety, asbestos awareness and legionella monitoring</li><li>• Ability to identify hazards and act decisively to reduce risk</li><li>• Practical DIY and maintenance skills</li><li>• Ability to plan, prioritise and manage workload independently</li><li>• Strong communication skills and professional judgement</li><li>• Basic IT skills or willingness to be trained</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Strong commitment to safeguarding and pupil welfare</li><li>• Reliable, calm and professional under pressure</li><li>• Flexible and responsive to the needs of a busy school community</li><li>• Takes pride in maintaining high standards</li><li>• Works with integrity, discretion and confidentiality</li><li>• Proactive, solution-focused and adaptable</li><li>• Willingness to contribute to the ongoing development of the school site</li></ul>
<b>Physical requirements</b>	<ul style="list-style-type: none"><li>• Physically fit to carry out manual handling and site duties</li><li>• Able to work at height using appropriate equipment</li></ul>

