

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Premises Officer
Accountable to: School Business Manager
Reports : Premises Manager
Grade: Scale 3, Point 5-6 (£31,241 to £31,687)
Working Pattern: Term Time Only + 1 week (40 weeks a year)
Hours: 41.25 hours per week

CONTEXT

Under the direction of the Premises Manager ensure that the buildings and grounds are maintained and run efficiently following good sustainable and value for money principles and that the building management system is optimised to minimise energy use and utility expenditure.

Assist the Premises Manager in the management and operation of premises-related functions at the school to include all buildings, grounds maintenance, security, cleaning, Health and Safety, safety of the building and the site and letting of our facilities and contractors.

Ensure that the school gives a positive first impression to all users of the building and that pupils, staff, hirers, visitors and contractors can work in it effectively and safely ensuring compliance with legislation and guidance as it relates to this post.

ROLE

- Contribute to the School Building Development Plan in relation to repairs, maintenance for minor and major works.
- Carry out repairs such as doors, windows, replacement of locks, board up or replace windows, shelving and general carpentry repairs/installations (e.g. Notice Boards), change tap washers, replace light diffusers, paint and decorate, minor electrical works as required.
- Replenish stock across the site liaising with the Premises Manager regarding re-ordering of stock
- Assist in the supervision of the day to day repairs for the approved contractors in ensuring the work is carried out to the correct standard.
- Assist in maintaining full records of works to include collation of tenders, as required.
- Help to support and advise contractors on site
- Complete weekly and monthly maintenance tasks and submit to the premises manager
- Assist in the operation and checking of boiler and ventilation systems, ensuring that they are maintained to the correct standard, including checking automated systems, time clocks, etc.

- Assist in checking fire appliances (Fire Blankets, Fire Extinguishers) at regular intervals, ensuring that they are serviced by the approved contractor.
- Test fire alarms weekly and keep records of all testing including evacuations.
- Assist with the general upkeep of grounds to include watering of beds/grass, clearing of roofs and gutters (Complying with working at height regulations annual training and certification).
- Carry out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage etc.
- Work with the Cleaning Supervisor and Premises Manager to ensure that cleaning staff carry out their cleaning duties, to ensure the cleaning meets the required standards.
- Assist school staff, to manage the lettings system by ensuring facilities are provided at the agreed level and the areas let are returned to their normal use on time.
- Co-ordinate stock records as required, to include annual furniture inventory.
- Security marking all electrical/valuable items.
- Undertake termly hazard control inspection and report to Premises Manager
- In conjunction with the premises manager, assist with the completion of annual hazard control of all electrical equipment.
- Liaise with the Premises Manager taking appropriate measures to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
- Safeguarding of students by controlling the site at the start and finish of each day.
- Adhere to Health and Safety working practices.
- As a key holder; ensure the site is secure to include opening and closing the building.
- Be responsible for the transport of money to and from the bank, as necessary.
- Assist in keeping water log book records up-to-date. Completing weekly flushing and other maintenance tasks where required.
- Adhere to Risk Management policies and practice, ensuring awareness and understanding.
- Take the necessary steps to keep the premises free from infestation from pests and vermin.
- Move and distribute furniture, equipment and heavy items, as required and agree procedure for systematic removal/relocation across the site. (taking into account manual handling training)
- Assist in monitoring the use, maintenance and cleaning of school vehicles.
- Responsible for 'Site Excellence' by litter picking, bins rotation and keeping the waste area clean.

<ul style="list-style-type: none"> • Due to operational requirements holiday will not be booked or taken in last two weeks of the Summer Break • Undertake other reasonable duties related to the job purpose as may be required from time to time 	
<i>Safeguarding</i>	<ul style="list-style-type: none"> • Be fully aware of and understand the duties and responsibilities arising from the Children’s Act 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 • Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role • 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
<i>Leadership</i>	To work under overall supervision of Premises Manager and the Co-Headteacher
<i>CPD</i>	<p>Commitment to own personal development</p> <p>Undertake all mandatory training, as required</p> <p>Participate in training activities and sessions offered by Linden Lodge and Council to gain and keep up to date knowledge and skills and keep up to date with technical requirements of the post</p> <p>Undertake all relevant training related to the post including the planning and development of the Premises Department</p>
<i>Service and Self Review</i>	<p>Review methods of effective learning</p> <p>Engage actively in the performance review process</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Advise and support colleagues and management in current and future objectives
<p>REVIEW</p> <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	