**JOB DESCRIPTION**

**Premises Officer**

**Grade:** Scale 4 **Sc 7-10, Salary Range: up to £28,419**

Responsible to the headteacher for the efficient performance of their duties in relation to the maintenance, security and safety of the site.

Hours of work: Start 7.30am (other hours flexible in the week)

**Main duties and responsibilities**

1. Reporting to the Headteacher evidence of major and minor defects.
2. Carrying out minor repairs to the site such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, change tap washers, replace light diffusers, decorating.etc.
3. In liaison with the School office and Headteacher to order ands supervise day to day repairs for approved contractors ensuring they are carried out to the correct standard.
4. Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including automated systems, time clocks etc.
5. Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testing and evacuations. In addition to this the Premises Officer is responsible in managing checks and records on the boiler and water systems for legionella etc.
6. As delegated by the Headteacher, monitoring the standards of the cleaning and grounds maintenance contractor, reporting defects to the central management team.
7. Carrying out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage, etc.
8. Ensures that the contractor carries out specialised cleaning at the relevant times.
9. In liaison with other school based staff operates the lettings system, ensuring that facilities are provided at the agreed level and that the areas let are returned to their normal use on time.
10. Take responsibility for the safe maintenance of the school swimming pool.
11. Takes step to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
12. Is a registered key holder and ensures the security of the premises as delegated by the Headteacher.
13. Transports monies to and from the bank as necessary.
14. Implementing risk management policies and risk assessments as directed by the Headteacher.
15. Taking steps to keep the premises free from infestation from pests and vermin.
16. Reporting to the Headteacher any spend against agreed budgets.
17. Moving and distribution of furniture, equipment and stores as required.
18. Carry out any other duties appropriate to the grading level as required by the Headteacher.
19. To be fully aware of and understand the duties and responsibilities arising from the Children 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.
20. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
21. To ensure that the Headteacher is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.