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**JOB DESCRIPTION AND PERSON SPECIFICATION: PREMISES OFFICER**

**LOCATION:** Belleville Primary School’s two sites: Meteor (SW11 5NZ) and Webb’s (SW11 6PR), with occasional work at other Q1E sites when required.

**SALARY**: Wandsworth payscale SC2-3, starting salary for 47.5 hours £36,563.13 (£27,711 FTE).

**CONTRACT AND HOURS:** Full time, permanent, all year round. 32 days holiday per year to be taken during school holidays. 47.5 hours per week. Monday to Friday 7:30am to 6:30pm (hours may be negotiable for the right candidate).

**REPORTING TO**: Headteacher/Executive Head and Premises Manager

**JOB SUMMARY:** The postholder will work across the Belleville sites, maintaining clean, safe and secure school premises to ensure a good working and learning environment. This will involve handyperson activities, routine maintenance and minor repairs, porterage, driving, cleaning and tidying, carrying out health and safety checks, and monitoring the work of contractors and cleaning staff.

**MAIN DUTIES AND RESPONSIBILITIES**

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| **General duties**  |
| * Carry out porterage duties, such as moving furniture and equipment around the school
* Maintain the general school premises, furniture and fittings, and report any issues
* Carry out small repairs and DIY projects
* Make recommendations on site use, improvement and development
* Driving the school minibuses between school sites and on school trips
* Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and report all concerns to an appropriate person.
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|  **Health and safety** |
| * Ensure a safe environment in accordance with relevant legislation and the trust’s health and safety policy; taking appropriate action to minimise risks to health, safety and security
* Carry out and record regular health and safety checks, including for legionella risk, play equipment, safety equipment, and any hazards the premises, and report any problems
* Complete some health and safety paperwork (on paper and online)
* Provide safe access to the school in cold weather conditions, including gritting
* Monitor the work of contractors, ensuring safe working practice and quality of work
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|  **Security** |
| * Maintain the security of the school premises, as a key holder
* Lock and unlock the premises as required, including out of school hours when necessary
* Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
* Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
* Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
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|  **Cleaning** |
| * Monitor the effectiveness of the site cleaners
* Carry out ad-hoc or emergency cleaning duties, such cleaning up spillages
* Keep the site tidy, including litter picking, jet washing and arranging the disposal of waste
* Take responsibility for the maintenance and stock levels of cleaning tools and products
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**PERSON SPECIFICATION:**

**Essential requirements for the role**

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| **Qualifications and training**  |
| * Full clean driving licence
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| **Experience** |
| * Building maintenance, repairs and DIY
* Security, including alarm systems
* Working in a team
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| **Knowledge and Understanding** |
| * Some knowledge of health and safety regulations
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| **Skills and abilities, including physical requirements**  |
| * Basic DIY skills
* Basic IT and computer skills
* Be reasonably fit to carry out the duties of the job
* Ability to carry out some manual handling and lifting
* Ability to carry out work at high levels using appropriate equipment
* Ability to plan, organise and prioritise
* Ability to work independently
* Ability to work co-operatively and collaboratively as part of a team
* Ability to communicate well with children and adults
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| **Personal Qualities** |
| * Integrity, honesty, loyalty and fairness
* Motivated and self reliant
* Reliable and punctual
* Flexible
* Positive, engaging and approachable
* Commitment to safeguarding, equality and confidentiality
* Able to work flexibly and out of school hours as required
* Open to learning, and willing to undertake training (including first aid, health and safety)
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**Desirable, non-essential requirements**

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| **Qualifications and training** |
| * Health and safety qualifications
* First aid qualification
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| **Experience** |
| * Working with in a school, or other setting with children
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| **Skills and abilities** |
| * Able to drive a minibus (training can be given)
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**NOTES**

* The job description may be amended at any time in consultation with the postholder.
* The 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 postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head/ executive head.
* This role is subject to a full enhanced DBS with barred list check. It is an offence to apply if you are barred from working with children.