

PENWORTHAM PRIMARY SCHOOL

Job Description: Premises Staff – Premises Officer (Primary) – PS5

Grade: Scale 5 **Spine Points:** 12 - 15

EFFECTIVE: MAY 2024

This post holder is responsible to the Headteacher and School Business Manager for the efficient performance of their duties in relation to the maintenance, security, safety and cleanliness of the site.

Main Responsibilities:

- To report and evidence all major and minor defects and ensure an up-to-date daily log is maintained. Monitor schools premises log for issues and manage them.
- 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 etc.
- To order through the school's procurement procedures and supervise day to day repairs by approved contractors ensuring they are carried out to the correct standard.
- Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
- 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.
- Support a team of cleaners.
- Monitor the standards of the cleaning of the school and grounds.
- Carrying out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage, etc.
- Identify and order specialised cleaning at the relevant times.
- 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.
- In liaison with the school staff to maintain stock records as required.
- In liaison with the Schools Safety Officer, takes step to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
- Is a registered key holder and ensures the security of the premises as delegated by the Headteacher.
- Monitoring fuel usage and ensure economy measures are carried out.
- Implementing risk management policies as directed by the Headteacher.
- Taking steps to keep the premises free from infestation from pests and vermin.
- Reporting to the Headteacher and school business manager any spend against agreed budgets
- Moving and distribution of furniture, equipment and stores as required
- Maintain up-to-date inventory of the school's assets.
- Carrying out any other duties appropriate to the grading level as required by the Headteacher.
- Be a fire marshal, support and understand the evacuation/lockdown processes

Support for the School

- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To 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.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Safeguarding and Inclusion

- To be individually responsible for promoting and safeguarding the welfare of children s/he is responsible for, or with whom s/he comes into contact.
- To take account of each child's home language and culture ensuring this is reflected in displays, materials and throughout the curriculum.
- To provide a safe, welcoming and positive atmosphere for parents that will establish strong links with the School.
- To comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection and to ensure that the individual's line manager is made aware and kept fully informed of any concerns which the individual may have in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the individual's role within the organisation.

Continuing Professional Development

- To be an active member of an integrated learning team.
- To be pro-active in identifying areas for career and self-development.

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Outline of Key Abilities		
You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section		
Key:		
E – Essential	D – Desirable	A – Application Form
R – References	I – Interview/Selection Process	

Qualifications and Training:		E	D	A	R	I
1	Trade related qualifications.	✓		✓		
2	Good numeracy, literacy and IT skills.		✓	✓		
3	Willingness to participate in development and training opportunities		✓	✓		

Experience:		E	D	A	R	I
4	Have practical experience of carpentry, plumbing and other types of repair and maintenance.	✓		✓	✓	✓
5	Have some experience of the systematic monitoring of buildings and outside grounds ideally within a learning environment.		✓		✓	✓
6	Be physically fit and able to carry out the full range of tasks associated with premises management in a primary school setting including manual handling duties and ladder work.	✓		✓	✓	✓
7	Line managing a team of cleaners to maintain a high level of cleaning standards.		✓	✓		✓
8	Understand Health and Safety Regulations and their application.	✓		✓	✓	✓
9	Demonstrate ability to organise and manage a diverse workload.	✓		✓		✓
10	Have initiative and be a pro-active member of staff.	✓		✓	✓	✓
11	Be trustworthy and committed.	✓		✓	✓	✓

Professional Knowledge and Skills:		E	D	A	R	I
12	Basic knowledge of first aid		✓	✓		
13	Use basic technology – computer, video, photocopier etc.	✓		✓	✓	
14	Competent in using power tools to the highest safety standard.	✓		✓	✓	✓

15	Work constructively as part of a team, understanding classroom roles and whole school events and be accountable for the responsibilities of your own position to contribute to these.	✓		✓	✓	✓
16	An understanding of the schools equal opportunities policy and how it is implemented	✓		✓		✓

Personal Qualities:		E	D	A	R	I
17	Excellent communication, organisational and interpersonal skills with both adults and children	✓		✓	✓	✓
18	Able to form and maintain appropriate professional relationships and boundaries with children and young people	✓		✓	✓	✓
19	Commitment to the aims of the school	✓		✓		✓
20	Flexibility, sensitivity and the ability to find solutions	✓		✓		✓
21	Excellent record of personal attendance and punctuality	✓		✓	✓	

Safeguarding and Equal Opportunity:		E	D	A	R	I
22	Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children.	✓		✓		✓
23	Understands the importance of ensuring that all children and staff feel safe and included	✓		✓		✓
24	Understanding of equality of opportunity issues and how they can be addressed in schools	✓		✓		✓
25	Commitment to safeguarding and protecting the welfare of children	✓		✓		✓
26	Understanding of how pupils with special needs may be supported and included within a primary classroom	✓		✓		✓

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