|  |  |
| --- | --- |
| **SCHOOL** | **Somerset Nursery School and Children’s Centre** |
| **JOB TITLE** | Premises Officer |
| **GRADE** | Scale 4, spine point 7 - 10 |
| **WORKING PATTERN** | All year round |
| **HOURS** | 20 hours per week, Monday to Friday between hours of 7.30am and 11.30am.  |

**Purpose of the job:**

Under the direction of the Headteacher and nominated line manager ensuring that all the school and grounds are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.

1. **Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:**
* Operating an agreed programme of planned preventative maintenance
* Personally undertaking minor repairs and maintenance tasks which are within the postholder's competence and identified as such within the maintenance specification, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage
* In liaison with the Headteacher or Line Manager, reporting on, arranging (obtaining like for like quotes in a timely manner and raising a purchase order)and overseeing any alterations, redecoration, building and maintenance works and specialised repair work
* Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained (if applicable)and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
* Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
* Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
* Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
* Ensuring drains and gullies are free flowing and clean
* Removing snow and other obstructions from main entrances, steps, paths etc. maintaining adequate stocks of salt and sand
* Preventing unauthorised/unsafe parking on the school site
* Assist the cleaning staff with the sweeping up and removal of fallen leaves as well as removal of weeds (if applicable)
* To carry out safety checks on outside equipment and outside garden area
* To organise, keep clean, tidy and safe the dustbin area; outside entrance area and all gardens on a daily basis
* Overseeing all pets are safe and secure
* H&S daily monitoring of gardens and external boundaries
* Cleaning all external windows and paintwork regularly

**2. Keeping all grounds and buildings secure, including:**

* Acting as a registered key-holder and controlling site keys, routine and non-routine opening
* Liaising with security officers and main contact person if alarm is activated
* Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
* Locking and unlocking internal and external doors as required, activating, de-activating and testing automated alarm and bell systems.

**3. Undertaking various porterage, administrative and letting duties, including:** Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.

* Receiving, checking and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
* Maintaining stocks of materials, protective clothing and equipment as required
* Keeping up-to-date records, inventories of school assets and forms as required
* Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable
* May be required to deliver and collect small items in the locality of the school if applicable
* Moving and distribution of furniture, equipment and stores as required.
* Transport monies to and from the bank as necessary
* Implement risk assessment policies as directed by the Headteacher/Line Manager

**4. Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:**

Ensuring compliance by periodic inspection of all areas

* Ensuring that appropriate signs and notices have been displayed
* Ensuring that hazards are removed
* Ensuring that fire exits are accessible.
* Checking fire appliances at regular intervals ensuring that they are serviced by the approved contractor, testing fire alarms weekly and keeping records of testings and evacuations
* Ensuring that other staff at the school are aware of their responsibilities as appropriate
* Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
* May undertake the annual testing of electrical equipment in the school after appropriate training.
* Carrying out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage, etc.
* Maintain a key holder register

**5. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:**

* Supervision of the school cleaning and grounds maintenance staff/contractors,
* Monitoring the standards of cleaning and grounds maintenance staff/contractors, reporting defaults to the central management team
* Ensure that the staff/contractor carries out specialised cleaning at the relevant times
* Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
* Assisting in the maintenance of a litter free environment in accordance with the Code of Practice if applicable
* Arranging for emergency cleaning and removal of graffiti as necessary

**6. Child Protection**

* To be fully aware 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 worker’s role within the organisation.
* To also 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
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Governing Body.

**General Statements**

Required to carry out all reasonable duties and responsibilities of the post in accordance with the School’s’ policies and procedures and standing orders.

* Enactment of Health and Safety requirements and initiatives as appropriate
* All employees are required to declare any conflict of interest that may arise before or during their employment.
* Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the School’s interest, or in any way weaken public confidence in the conduct of the School’s business.
* Undergo and meet school conditions for a satisfactory enhanced DBS check.
* Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures.
* Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
* Treating all information acquired through your employment, both formally and informally, in strict confidence.
* To demonstrate a commitment to good customer care.
* Any other duties of an appropriate level and nature will also be required.

**To contribute as an effective and collaborative member of the School Team**

* Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Contributing in meetings and being a supportive member of the school team.