**PREMISES OFFICER**

**Job Description & Person Specification**

NAME:

DURATION: Permanent

POST: Premises Officer

LOCATION: Franciscan Primary School

GRADE: GPS4 [£23,628 - £24,927]

HOURS: Full or Part time - All Year round

ACCOUNTABLE TO: Headteacher / Office Manager (day to day), Trust Site Manager

**Core Accountability**

Responsible to the Headteacher/ Trust Site Manager for the sufficient performance of their duties in relation to the maintenance, security and safety of the site.

#### Main duties and responsibilities

1. Reporting to the Office Manager/ Site Manager evidence of major and minor defects.
2. Carrying out minor repairs to the site and equipment such as minor adjustments to doors and windows, replacement of locks, board up or replace windows, general carpentry repairs, putting up shelves, sanding and linseeding blocks etc.
3. Under the guidance of the Trust Site Manager, to supervise and monitor all premises related contracts and services, both ensuring the suitability of the contract and the efficient management of renewals and all associated paperwork.
4. Under the general guidance of the Trust Site Manager, to ensure compliance with relevant legal and statutory buildings and health & safety guidelines.
5. To manage the building maintenance budget, avoiding overspends and ensuring value for money with all purchasing.
6. To supervise and monitor all premises-related contractors , to ensure maintenance requirements of the school are met and to plan projects and responsibilities particularly around school holiday periods.
7. To be responsible for appropriate cover for the use of school premises outside normal hours, including emergency callouts. To work with the Trust Site Manager to ensure that a timetable of cover arrangements is maintained relating to the use of the site outside school hours.
8. Maintaining the school grounds including weeding and hedge trimming as needed.
9. Operating and checking boiler and ventilation systems and ensuring that they are maintained to the correct standard including checking automated systems, time clocks etc.
10. 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.
11. As delegated by the headteacher, monitoring the standards of the cleaning and grounds maintenance contractor and reporting back to the headteacher or Trust Premises manager as appropriate.
12. Carrying out emergency duties during the school day, e.g. removal of body fluids, broken glass, ice, debris thrown into garden and damage caused by vandals, flood, fire etc.
13. Ensuring that the contractor carries out specialised cleaning at the relevant times.
14. Safety checks on outside equipment.
15. Visitors/contractors records of attendance/visits.
16. In liaison with the school's Safety officer, takes steps to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
17. Be a registered key holder and ensure the security of the premises as delegated by the Headteacher.
18. Transports monies to and from the bank as necessary.
19. Taking steps to keep the premises free from infestation from pests and vermin.
20. Moving and distribution of furniture, equipment, stores, outside play equipment and assisting other staff in moving heavy loads.
21. Organising and keeping clean, tidy and safe the dustbin area, outside entrance area, playgrounds, quiet area and staffroom - daily checks of each area.
22. Monitoring external boundaries to ensure security of fencing etc.
23. Cleaning the external windows and paintwork regularly.
24. To take a proactive approach to preparing, long and short term plans for maintenance, repair, redecoration and improvement of the school premises, and classroom furniture repair/replacement. T
25. To be responsible for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating/security/cleaning arrangements To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, reporting all concerns to the appropriate person.
26. To be the Health and Safety representative for the school and take an active role in assisting with the review of the school’s health and safety policy and the implementation of recommendations.
27. are made to meet lettings demands
28. To ensure the Fire Alarm system, escape routes, fire extinguishers, & emergency lighting are checked and records kept, and to organise regular fire drills.
29. Carrying out any other duties appropriate to the grading level as required by the Headteacher/Site Manager
30. 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 worker’s role within the organisation.
31. To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the postholder’s role.
32. To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the potholder may have in relation to safeguarding and/or child protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

**Person Specification for Premises Officer**

**Key: E – Essential D - Desirable**

**Aptitude:**

Ability to work on own initiative. **(E)**

Ability to make analytical judgements.

Ability to follow instructions accurately and effectively. **(E)**

Ability to work as part of a team **(E)**

Ability to work calmly and efficiently under pressure and to tight deadlines **(E)**

To be friendly, welcoming and helpful to colleagues and pupils **(E)**

Ability to understand the operation of heating, water and electrical systems and control devices **(E)**

**Skills:**

Current Driving licence holder **(D)**

Good level of DIY skills and organisational skills. **(E)**

Good standard of numeracy and literacy with ability to produce records of accurate work. **(E)**

Good communication skills both face to face and on the telephone. **(E)**

Good customer care skills. **(E)**

**Experience:**

Experience undertaking simple DIY tasks **(E)**

Experience of working as part of a team. **(E)**

Experience of prioritising and organising own work. **(E)**

Experience of dealing with the public in person and/or on the telephone. **(D)**

**Personal Qualities:**

Committed to providing a high quality service **(E)**

Flexible. **(E)**

Self Motivated**. (E)**

Committed to own development. **(E)**

**Development:**

Must be prepared to gain training appropriate to the post. **(E)**

**Physical:**

Must meet school’s requirements for the post. Good general health. Ability to lift and move large/heavy objects, able to climb ladders **(E)**

**General Education:**

Educated to Level 2 [equivalent] or above. **(E)**

Good level of proficiency in the use of Microsoft Office Word and Excel skills **(E)**

Knowledge of the main requirements of health and safety legislation and good practice relevant to the post **(E)**

**Equal Opportunities:**

An understanding of and commitment to implementing the School’s Equal Opportunities Policies.

An awareness of Equal Opportunities issues.