

# Wandsworth Federation of Maintained Nursery Schools



## Senior Premises Officer Grade 5

Somerset Nursery School and Balham Nursery School

### SAFEGUARDING /KEEPING CHILDREN SAFE IN EDUCATION:

***“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.”***

The following points have been adapted from the DfE document and should be read and noted: As a member of staff at The Wandsworth Federation of Maintained Nursery Schools (WFMNS) you are aware of the following:

As a staff member at WFMNS you have read Part One of the document Keeping Children Safe in Education (KCSiE) and Annex A

- As a staff member of WFMNS that **you** are aware of systems within our school which support safeguarding;
- As a staff member of WFMNS that **you** are aware of the child protection policy; <sup>[1]</sup><sub>[2]</sub>
- As a staff member of WFMNS that **you** are aware of the Staff Code of Conduct in the Staffroom/Main Office;
- As a staff member of WFMNS that **you** are aware of the role of the designated safeguarding lead;
- As a staff member of WFMNS that **you** are aware of / have received appropriate safeguarding and child protection training which is regularly updated through staff meetings/Insets and also memos as applicable and have noted the information and will retain it in your admin file so that you are provided with relevant skills and knowledge to safeguard children effectively;
- As a staff member of WFMNS that **you** are aware of the early help process and understand your role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.
- As a staff member of WFMNS that **you** are aware of the process for making referrals to children’s social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.
- As a staff member of WFMNS that **you** are know what to do if a child tells you he/she is being abused or neglected. You know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children’s social care. You **should never promise** a child that you will not tell anyone about an allegation- as this may ultimately not be in the best interests of the child.

**Signed:**

**Date:**

**General Job Description**

Responsible to the Business Manager's for the efficient performance of their duties in relation to the maintenance, security and safety of both Somerset Nursery School and Balham Nursery School sites.

Please ensure that there are daily early morning / catch up meetings with the School Business Manager.

1. Ensure the maximum level of security of the school sites and ensure a safe environment in which learning can take place.
2. Act as the Federations Health & Safety and fire officer in partnership with the Executive Headteacher and SBM's and ensure the policy is up to date and implemented, at all times. Oversee all school health and safety, from compliance to overseeing the annual inspection, enabling systems are in place for monitoring, measuring and reporting of issues to the SLT and where appropriate the LA/H&S Executive.
3. Maintain documentation for the school to be compliant in Health & Safety and enable regular consultation with staff on H&S issues. Ensure systems are in place to identify and review hazards and risks.
4. Summoning appropriate assistance in dealing with intruders and asking people to leave the premises as directed.
5. Notifying the SLT and police of break-ins or thefts from the site immediately.
6. Reporting to the Executive Headteacher / School Business Manager evidence of major or minor defects and taking responsibility for organizing trade contracts, for the school's, regular quotes/visits, remedial works and servicing.
7. Ensuring the Sites remain compliant. Identifying, major and minor defects and taking responsibility for organizing trade contracts with the school for emergencies, regular/quote visits, remedial works and servicing.
8. Find solutions to avoid the need to outsource jobs and replace items, by carrying out jobs that would normally be given to contractors e.g. Minor plumbing and carpentry works, painting, etc.
9. Operate an agreed programme of preventative maintenance of the school site, personally undertaking minor repairs and tasks, including the purchase of furniture and fittings and maintenance/repair of small appliances including sourcing parts, clearing of drains and gutters, monitoring of plant, (to ensure adequate heating and hot water provision).
10. Operating and checking boiler and ventilator systems and overseeing the Legionella contract. Carry water testing, descaling and flushing outlets as required.

11. Checking fire appliances at regular intervals, ensuring that the approved contractor services them and reporting defects. Plan, instigate and maintain records of fire practices and alarm and call point tests liaising with the Executive Headteacher /School Business Manager.
12. Monitoring the standards of the grounds management contractor and assisting with landscaping and ground works.
13. Overseeing the cleaning of the school and ensuring that the contract is fulfilled and that all areas are cleaned as per the agreed programme including holiday works. Reporting any defects immediately to the contractor and Executive Headteacher/Business Manager.
14. Carrying out emergency cleaning duties during the school day e.g. removal of body fluids, broken glass, flood damage etc. Ensuring that toilet areas have soap, toilet paper and clean towels on a daily basis.
15. Responsible for disposing of waste as per guidelines including sourcing specific agents and/or removal to waste sites including IT equipment secure disposal.
16. Make repairs and source parts of the playground equipment and surfacing following inspection reports.
17. Ensuring that quotations are obtained in order to have the internal and external windows, buggy park and glass roofs cleaned as applicable.
18. In liaison with the Executive Headteacher and SBM ensure letting facilities are provided at the agreed level and that the areas let are returned to their normal use on time. Respond to the needs of external companies that use the school and emergencies outside of normal contracted hours.
19. Ensure the continuing availability of utilities and monitor to ensure that measures are in place to conserve energy. Ensure meter reading are taken and submitted monthly.
20. Being a primary registered key holder and being on call 24/7 unless on annual leave. Ensure up to date contact numbers for SLT and replacement keys are provided to Wandsworth Security in a timely manner.
21. Transporting monies to and from the bank as necessary.
22. Taking steps to keep the premises free from infestation from pests and vermin.
23. In winter ensure the site is free of snow and ice on pathways and access routes etc maintaining adequate stocks of salt and sand.
24. Agreeing any expenditure against agreed budgets with the Executive Headteacher/ School Business Manager and meeting weekly to monitor the school site and discuss priorities for action.
25. Moving and distribution of furniture, equipment and stores as required, including furniture for meetings, concerts and school presentations.

26. Carrying out any other duties appropriate to the grading level as required by the Executive Headteacher/ School Business Manager.
27. In liaison with the school staff, maintain stock records as required. Undertake various portage duties, including taking in and checking back deliveries.
28. In addition to the above ensure that the school premises monitoring systems are completed on a regular basis and reported to the Headteacher and SBM.
29. Ensuring that the monitoring file is completed and handed into the SBM monthly, to demonstrate compliance. Ensuring all statutory checks have been completed and are up to date including remedial works.
30. Maintain the Inventory for both Somerset and Balham Sites and complete an annual check on all items for Audit purposes. This will ensure that at any time of inspection, the schools can demonstrate compliance.

I have read and agreed to the above points outlined in this job description and understand that it will be reviewed on an annual basis in line with school procedures.

#### **Main Responsibilities**

This job description describes in general terms the normal duties, which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or the grade.

**I have read and agree to the above and understand that this description will be annually reviewed.**

Signed: \_\_\_\_\_ WFMNS Senior Premises Officer

Date of Issue:- December 2022

