

**Furzedown Primary School**

**Premises Officer**

# JOB DESCRIPTION

**Premises Officer Grade:**

Scale 5 Point 13-15

Responsible to the School Business Manager for the efficient performance of their duties in relation to the maintenance, security and safety of the site.

Hours of work: 36 Hours Per Week

**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 to The School Business Manager (SBM)
* Carrying out DIY projects and 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.
* In liaison with the school staff to maintain stock records as required
* Arrange larger repairs and obtain quotes from contractors
* In liaison with the School Business Manager to order and supervise day to day repairs for approved contractors ensuring they are carried out to the correct standard

**Cleaning**

* Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
* Carry out emergency cleaning duties, such as gritting and cleaning up spillages
* Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
* Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

**Security**

* Maintain the security of the school premises as the main key holder
* Lock and unlock the premises as required, including out of school hours when necessary, checking gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services
* 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 callouts 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
* Advise the headteacher on all matters relating to school security and safety

**Health and safety**

* Ensure a safe working and learning environment in accordance with relevant legislation
* Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Manager
* Provide safe access to the school in cold weather conditions eg ensuring walkways/playgrounds are free
* Implementing risk management policies and risk assessments as directed by the Headteacher and/or School Business Manager.
* 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. In addition to this the Premises Officer is responsible for managing checks and records on the boiler and water systems for legionella etc.
* Taking steps to keep the premises free from infestation from pests and vermin.
* In liaison with the School Business Manager, takes step to ensure that the premises are free from hazards and safe, warm and secure for pupils, staff and visitors.
* Monitor the work of contractors, ensuring safe working practice and quality of work

**Responsibilities**

* Be committed to the safeguarding and promotion of the welfare of children and young people
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
* 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.
* To take part in Continued Professional Development (CPD) as required.
* Oversee maintenance program and schedule of works
* Reporting to the School Business Manager any spend against agreed budgets.
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communication with all staff and other agencies/professionals
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Ensure that cleaning staff carry out their duties professionally and effectively

**Other areas of responsibility**

Please note that this 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 Premises Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

# PERSON SPECIFICATION

| **criteria** | **qualities** |
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| **Qualifications** | * Qualifications relevant to aspects of the post
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| **Experience** | * To have experience of a range of trades
* Caretaking
* Building maintenance
* Security, including alarm systems
* Cleaning work
* Some DIY
* Working in a team
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| **Skills and knowledge** | * Good knowledge of health and safety regulations and requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation
* A clear understanding of asbestos management and monitoring
* A clear understanding of fire maintenance and monitoring
* A clear understanding of legionella monitoring and reporting
* Ability to work flexibly, independently and as part of a team
* Basic DIY skills
* Ability to plan, organise and prioritise
* Excellent communication skills
* Very good literacy and numeracy skills
* Good IT skills or a genuine willingness to be trained to the level required
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| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Embraces change well
* Deals with difficult situations effectively
* Able to work flexibly and out of school hours as required
* Able to use your own initiative
* Able to contribute to the schools development plan for the school site;
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| **Physical requirements** | * Be reasonably fit to carry out the duties of the job
* Able to carry out some manual handling and lifting
* Able to carry out work at high levels using appropriate equipment
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