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| **Job Description** | | |
| **Job Title:** | | Premises officer |
| **Hours:** | | 36 Hours per week, all year round |
| **Location:** | | South London |
| **Reports to:** | | Multi Academy Site Manager |
| **Responsible for:** | | Small team of cleaners |
| **Role Purpose and Role Dimensions:** | | Responsible for the fabric and grounds of the Academy. Liaising daily with the Head Teacher/Site Manager on caretaking issues, supervise the cleaners and the cleansing service of the Academy. Ensure the security of the Academy premises. Maintaining any machinery or plant within the Academy. Maintaining the internal and external fabric of the Academy’s premises as a safe working environment. |
| **Commitment to Diversity:** | | As a member of the Academy community to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | | * Contractors and suppliers * Facilities providers. * Parents * General public |
| **Key Internal Contacts:** | | * Head teacher/ Site manager * Academy Business Advisor * Cleaners * Staff * Pupils |
| **Financial Dimensions:** | | * Advising the Site Manager of the cost of external providers and insuring that a proper procurement process is adhered to when purchasing goods and services * Responsible for hand tools, equipment such as lawn mowers and other small machinery. |
| **Key Areas for Decision Making:** | | * Ensure adequate cover is available during own or team members absence. * Ensure that vital information such as cleaning rotas and site keys are available for staff as required. * With the assistance of the Site Manager select the provider for services for the Academy following Best Value principles. |
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| **Management and Supervision** | **This will involve:**   * The Premises officer must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Premises officer will report to the Site Manager on any failure to meet the required cleaning standards. * Dealing with enquiries from staff, pupils, parents and the public. * Planning and work allocation for other caretaking staff, and directly employed cleaners where required. * Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required. * Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained. * Undertake annual fire risk assessment * Attend training courses where appropriate * Occasional care and feeding of Academy pets during holiday times. * Occasional watering of plants. * Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time. | | |
| **Security** | **This will involve:**   * Open and close Academy -to include all appropriate gates, windows, doors and fire escapes for the purpose of Academy use, cleaning, maintenance, emergency services * Consult with the Site Manager for cover arrangements for lettings and out of Academy hours’ functions. * Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed. * Liaison as necessary with emergency services including the calling of the services as appropriate. * Report acts of vandalism to the Site Manager and Police where necessary. * Internal mail courier duties as required by the Site Manager. * General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Site Manager, ensuring the safe use of the Academy site at all times. | | |

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| **Heating** | **This will involve:**   * Check and control system function, including frost precaution procedures. * Maintain stock levels as required including ordering and receipt of supplies. * Vent heating system as required. * Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required. * Report all defects to the appropriate maintenance contractor. * Change filters as appropriate. |
| **Energy Conservation** | **This will involve:**   * In conjunction with the Site Manager, implement all agreed policies. * Reading, recording and reporting all meter readings as required by the School Academy Advisor * Implement recommendations authorised by Site Manager. |
| **Emergencies** | **This will involve:**   * Cleaning sickness, etc and spillage’s as required. * Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate. * Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate. * Ensuring access, assist and secure premises for all emergencies services as necessary. |
| **Lettings** | **This will involve:**   * Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Academy arrangements. |

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| **Internal Maintenance** | **This will involve:**   * Reporting all defects which require specialist repair. * Visually inspect electrical fittings and report defects as required.   Replace bulbs, fluorescent fittings, shades and domestic fuses as required.   * Regularly inspect all plumbing and report/repair defects as appropriate. * Regular measurement of water temperature re: prevention of Legionella. * Synchronise all clock, time switches, etc as required. * Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment). * Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Site Manager. * Be responsible for the supply and availability of hygiene materials as required. * Receive and move supplies to various parts of the building as appropriate. * Remove or obscure all graffiti as required by the Site Manager. |
| **External Maintenance** | **This will involve:**   * To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily. * Clean and clear all drains, gullies and ensure effective and healthy operation. * Inspect outside fabric of the Academy and report and/or repair defects as appropriate. * Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate. * Agree a system with Site Manager for window cleaning arrangements, and monitor if appropriate. * Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials. * Inspect all outside areas for hazardous materials. Consult with the Site Manager for the best method of removal. * Maintenance of Academy gardens including planting bulbs etc. |

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| **Academy Cleaning** | **This will involve:**   * Where cleaning is undertaken by direct labour or contractor, ensure that the Academy is cleaned to the agreed specification. Report any issues to the Site Manager. * In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken. * On direction from the Site Manager, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major Academy activities, inclement weather problems, emergencies, building works, etc). * In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Site Manager * Daily disinfection of water fountains. |
| **Green Statement** | **This will involve:**   * Seek opportunities for contributing to sustainable development, in accordance with the Trust’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |
| **Data Protection** | **This will involve:**   * To be aware of the Trust’s responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. * To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements. |
| **Confidentiality** | **This will involve:**   * You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee’s access to and use of the Trust’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities** | **This will involve:**   * The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. |

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| **Health and Safety** | **This will involve:**   * Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co- operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of the Academy Team** | **This will involve:**   * To participate in training to be able to demonstrate competence. * To participate in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the Academy. * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on Academy policies and interventions. |

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| **P e r s o n S p e c I f i c a t i o n** | |
| **Job Title:** | **Premises officer** |
| **Essential knowledge:** | * An understanding of basic health & safety requirements. * To communicate clearly to all sections of the Academy community both verbally and in writing. * Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the Academy community. |
| **Essential skills and abilities:** | * D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the Academy heating system. * Basic I.T Skills * Ability to assist in the training and induction of new cleaning and assistant caretaking staff. * Understanding of the principles of health & safety in an Academy environment including COSHE. * Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload. * Ability to adhere to working procedures and policies within the Academy environment. * Ability to operate as part of a team or individually as required. * Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the   post.   * Ability to carry out a range of administrative tasks, including stock taking and ordering. * Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the Academy. |
| **Essential experience:** | * Experience of current cleaning materials/methods/appliances and monitor the quality of work undertaken by the Academy cleaning staff. |
| **Special conditions:** | * Take part in the Academy’s performance management system. * Enhanced DBS Check |