



St. Wilfrid's Catholic Academy

Job Description

Job Title:	Premises Officer
Academy:	St Wilfrid's Catholic Academy
Grade:	Level 5

Job Purpose

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Key Duties / Responsibilities

Key duties:

1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
2. Act as the designated key holder for the school premises
3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
4. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
5. Arrange emergency repairs
6. Arrange regular maintenance and safety checks
7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
8. Monitor stock and order supplies
9. Undertake general portage duties, including moving furniture and equipment within the school
10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
12. Monitor the work of and manage cleaning and other site staff.
13. Oversee and make decisions on all planned maintenance.
14. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
15. Facilitate lettings and carry out associated tasks, in line with local agreements
16. Handle small amounts of cash for the purchase of materials to carry out repairs.
17. To drive the school minibus as and when requested. Full UK Driving License required.
18. Any other duties appropriate to the post.

Person Specification

Minimum Essential Requirements - Evidenced by: a: application form b: test c: interview

	a	b	c
Knowledge and expertise in minor maintenance and repair.	✓		
Working at or towards national occupational standards (NOS) for facilities management and knowledge / skills equivalent to current national qualifications level 3.	✓		✓