

Job Description

Premises Officer

Reporting to:	Headteacher/Principal, Site Manager, Operations Manager
Liaising with:	Senior Leadership Team, Other Premises Officers, Students and the Wider School Community
Grade/Salary:	Band 4 (SCP 11-17)
Hours of work:	37 hours per week for 52 weeks across the academic year on a two shift pattern

Main Purpose:

To provide and contributing to the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students to have the best environment to succeed, staff to have the best areas to teach in, visitors and all site users have a comfortable, clean, safe and well-maintained environment in which to work or otherwise use the school facilities. The nature of the work requires utmost care to ensure a safe working environment.

Main Duties & Responsibilities:

Key Duties

- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times
- Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism
- To attend the premises when alarm is triggered, out of hours and liaise with Police as necessary and ensure the premises are secure
- To undertake routine cleaning as a result of spillages and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use
- To monitor and coordinate the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use
- To undertake a long-term programme of general maintenance, work as agreed with the Site Manager to ensure that the school is maintained in a state of good repair on a cost-effective basis in accordance with the Schools Development Plan
- To undertake minor repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption

- Following consultation with the Site Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school
- To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Site Manager & Operations Manager or in their absence the Headteacher/Principal, to enable the school and school grounds to be safe and healthy places for students, staff and other users
- To undertake checks of the boilers and plant room areas (swimming pools if site has one) in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption
- To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users
- To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by students and teachers and other staff are available when needed
- To 'lay out' required spaces and rooms as requested to ensure that lessons and activities can take place without disruption or delay
- To undertake the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe. PAT qualified or willing to be trained
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay
- To monitor stock levels of materials, order as necessary and store appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions
- To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation
- Should the school have access to a minibus, you may be asked to transport school students in a safe, proper and timely manner to and from school or, in support of organised school trips and events. Ensuring students' welfare and the maintenance of the school vehicle in a roadworthy condition for every journey is paramount at all times. Fully comply with all vehicle security regulations, School and DVLA rules and regulations relating to licences, including updating the school as appropriate
- To ensure checks are completed, recorded and logged on school systems (ie Every) within legal and compliance deadlines as instructed by the Site Manager (or their absence the Operations Manager)
- To support ICT with equipment installation – if required
- The post holder will be required to be an appointed person for first aid and medical duties along with being a trained Fire Marshall (full training will be given)

General

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required
- Expenses will be paid in accordance with the Local Conditions of Service
- Work to promote and apply the school's Safeguarding and Child Protection policy and practices
- Work to promote and apply the Trust's Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/student/teacher/schoolwork and to keep confidentiality as appropriate
- As a member of staff working in a school setting, the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students

- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school's policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

Knowledge and Skills

- General knowledge of building cleaning and maintenance procedures and relevant skills
- The ability to undertake relevant training
- Literate and numerate
- Understanding of Health & Safety issues which would lead to a requirement to have knowledge of relevant legislation

Subject to the duration of the need and by negotiation, the special conditions given below apply:

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, school and community events, Parents' Evenings, bus duty, lunch duty or other duty
- As a member of staff in a school setting you may have the opportunity to participate in extra-curricular activities

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Premises Officer

A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts	A	
Qualified to at least GCSE level or equivalent including English Language and Mathematics to Grade C or above		A
Commitment to ongoing professional development	A	
Professional qualifications related to role, or experience, or other training completed i.e. plumbing/electrical		A
First Aid certificate		A

B. Experience	Essential	Desirable
Experience of working with young people in an educational environment		A
Experience of using IT systems (Word, Excel)	A	
Previous Site Management working experience		A

C. Professional Knowledge and Skills	Essential	Desirable
Good administration, time management and self-motivation skills	A	
Willing and able to deal with people from a variety of backgrounds as customer facing role	A	
Ability to work as part of a team	A	
Ability to work to deadlines	A	
Ability to work on own initiative	A	
Ability to respond calmly to emergencies	A	
Willing and able to participate in further training for this post	A	
Willing to take part in an ongoing process of personal development and review	A	

D. Personal Attributes	Essential	Desirable
Able to manage own workload	A	
Able to prioritise	A	
Able to show initiative	A	
Willingness to support Catholic life in schools	A	
Emotional resilience	A	
Ability to self-evaluate and reflect	A	
Ability to be respectful and promote equality of opportunity and diversity	A	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	A	
Must be able to recognise discrimination in its many forms and willing to put the school's equality policies into practice.	A	
Aware of equal opportunities in relation to this role	A	
Enhanced DBS & Online Check (Satisfactory)	A	

Application (A)