



Job Title:	Premises Officer Job Description
Grade:	7
Post Number:	
Hours:	Full time
Responsible To:	Office Manager
Responsible For:	Cleaning Staff (in house/contracted)
Key Relationships/ Liaison with:	Headteacher/SLT/ Teaching and Support Staff /Head of Estates and Admissions /Director of Operations/Operations Assistant

**To undertake responsibility for the supervision of the site and the maintenance and security of the buildings.**

Job Purpose:	Contribute to the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well-maintained environment in which to work or otherwise use the school facilities
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**Occupational Standards:**

**MAIN DUTIES AND RESPONSIBILITIES:**

**1. General**

- a) To support the management of cleaning staff (or contract if applicable), undertaking general maintenance, repairs and cleaning of the building and grounds.
- b) 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, including swimming pools where required.
- c) Take a leading role in ensuring high quality maintenance, security and cleanliness of the school buildings and grounds so that pupils and staff have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

**2. Administration**

- a) 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.
- b) Complete appropriate records and testing (e.g. maintenance file/ heating/safety checks, order forms) as laid down in trust policies and procedures.
- c) Contribute to the review of school policies and procedures related to the Premises function as a member of the School Health & Safety Committee and by working with senior colleagues.
- d) Deal with day to day work related issues, relating to premises and cleaning staff (e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials, liaising with the Headteacher, as necessary.

**3. Security of Premises and Contents**

- a) 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.
- b) 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.
- c) To attend the premises when alarm is triggered, out of hours and liaise with Police, as necessary, and ensure premises are secure.

- d) To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation.
- e) Carry out emergency security repairs where possible or contact the appropriate contractor.
- f) Maintain duplicate sets of keys for all rooms and equipment.

4. **Buildings**

- a) To monitor 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.
- b) To undertake a long-term programme of general maintenance work as agreed with the School and Trust to ensure that the school is maintained in a state of good repair on a cost-effective basis in accordance with the School Development Plan.
- c) 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.
- d) To undertake regular check of drains to ensure clear of debris.

5. **Grounds Care**

- a) Ensure grounds care work undertaken by contractors etc is completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary.
- b) Overseeing and undertaking as required the cleaning of outside areas, i.e. paths, drains, gullies, car park, play areas.
- c) Undertake litter picking and other tasks associated with maintaining the grounds in a clean and tidy state for pupils staff and other users.

6. **Electrical Installations**

- a) Replace bulbs/shades where accessible. Replace tube, starter, shade (not sealed units), where practicable.
- b) Replace, re-fuse or fit plugs (after training).
- c) Inspect electrical fittings and arrange for Contractor to deal with any defects.
- d) To undertake the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.

7. **Heating Systems**

- a) To undertake checks of the boilers 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.
- b) Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps. Ensure that proper safety precautions are observed in the boiler house. To know the location of main stop cocks and valves, and mains electricity breakers.

8. **Emergencies**

- a) Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with central support and contractors as necessary.
- b) Liaise as necessary with Emergency Services including calling in Emergency Services as required following guidance set out in the school Business Continuity Plan.

9. **Other Duties**

- a) To work in schools across the trust from time to time by mutual agreement.
- b) To lay out the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.
- c) To distribute deliveries of orders, to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- d) Deal with accident spillages.



**10 Training**

- a) In consultation with the Office Manager/Headteacher, identify and undertake appropriate training and development.

**11 Health and Safety**

- a) 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.
- b) Report any breaches of safety regulations/policies or other safety concerns noticed to the Headteacher, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.
- c) Ensure that the school's Health & Safety policy is complied with in as far as it relates to Premises Management and Premises/Contractors' staff, to ensure their safety and that of students, staff and other school users.
- d) To carry out duties placed on employees by Health & Safety Legislation.
- e) To ensure that caretaking equipment, i.e. mechanical aids, steps are in a safe condition.
- f) Report to Headteacher or Trust Head of Estates, any no-structural hazards (i.e. broken/loose furniture/play equipment) or structural faults that are seen which cause concern or may be in an unsafe condition.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder 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.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore **a DBS enhanced check is an essential requirement**.
- (e) Occasional travel between Discovery locations may be required. A valid driving license and appropriate business insurance are necessary, and you will need to provide evidence of these documents.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



Job Title: Premises Officer Person Spec

Grade: 7

Post Number:

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Good level of literacy and numeracy.	✓		App/Doc
NVQ level 2 or equivalent in numeracy and literacy.		✓	App/Ref
<b><u>Experience</u></b>			
Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.		✓	App/Ref
Working within a school setting.		✓	App/Ref
Liaising with external contractors including negotiating prices for small jobs.		✓	App/Ref
<b><u>Knowledge</u></b>			
Ability to alert senior staff to unsafe practices.	✓		Int/test
Understanding of the context in which the schools are working.		✓	Int
An ability to undertake risk assessments in relation to premises function.	✓		Int/test
Knowledge of Health & Safety issues relevant to the post including legislation and COSHH.		✓	Int
An understanding of Health & Safety and security issues.	✓		Int
A knowledge of good security practices.		✓	Int
Ability to understand and apply school policies related to the post including those that relate to pupil contact.	✓		Int
<b><u>Skills/Attributes</u></b>			
Good communication and interpersonal skills.	✓		Int
Confident in the use of a range ICT software packages (e.g. MS Word, Excel, Teams)	✓		Int/Test

	Essential	Desirable	How assessed
Ability to relate well to staff, governors and pupils and to be assertive when necessary.		✓	Int
Ability to maintain accurate records.	✓		Int
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓	✓	Int
Ability to negotiate desired outcomes (e.g. prices, deadlines).		✓	Int
Ability to use range of tools/cleaning equipment relevant to post.	✓		Int
Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.	✓		Int
Self-motivated.	✓		Int
Ability to work with minimum supervision.	✓		Int
Willingness to undertake personal development and training.	✓		Int
Ability to work as part of a team.	✓		Int
Flexible – prepared to work some hours outside normal working hours.	✓		Int
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)