



Ullesthorpe C of E Primary School

Premises Officer

Candidate Welcome Pack



Thank you for your interest in this rare opportunity to join the wonderful teaching & learning team at Ullesthorpe CE Primary School, part of Inspiring Primaries Academy Trust.

This vacancy is for the right candidate to become a member of our dedicated team of support staff.

We are a small, friendly and inclusive school offering a high commitment to our children through small classes, excellent teaching and a broad and varied curriculum. Our vision 'Learn together, grow together, shine forever' and our Christian values permeate through all we do.

Ullesthorpe is a thriving village. We are proud of our place in the community and the links we have with St. Peter's Church and other local organisations.



If you are looking for the next or new step into education and want to work in an environment that inspires you to bring your skills and enthusiasm to every day then this is the role for you. I would encourage you to read the details of our approach, our supportive Trust and our offer to you set out in this pack and, when you are ready to apply, phone into school so I can arrange a tour to introduce you to our team and our children.

Jodie Allen – Head of School

Finding A Better Balance!

Some of our Trust's most successful and impactful support staff have chosen to come into education as a second or alternative career.

Whether that is motivated by a change in circumstances, such as having a school-aged family to look after, or a change in motivation, such as embracing a vocation and being able to give back to our community, Ullesthorpe can be the place for you to find that balance.

Once that balance has been restored, our Trust will always have new opportunities for enriching experiences across our schools. Our school leadership work closely with our Trust partners to ensure that those opportunities are shared with staff and that full support is given to those wishing to take them up!





Andrew Riches
Chief Executive Officer
Inspiring Primaries Academy Trust

Welcome to Inspiring Primaries Academy Trust and thank you for your interest in the role of Premises Officer at Ullesthorpe CE Primary School.

Inspiring Primaries Academy Trust is highly ambitious for all children, young people, and our staffing team. The Trust currently comprises nine primary schools based around Leicestershire. We are a highly inclusive Trust with a track record of successful school improvement and innovative approaches.

This is a really exciting time to join our team. We are a values-driven organisation and everything that we do is aimed at improving life chances for children.

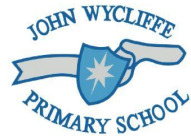
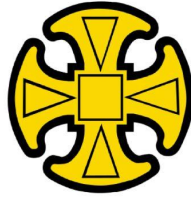
Our support team play a pivotal role within the Trust and in the improvement journey in all our schools. We are looking for motivated and enthusiastic candidate who can join this integral team.

If you are excited by the opportunity to make a difference in children's lives and feel that you have the skills and qualities for this role, please get in touch to arrange a visit and/or further conversation. We look forward to receiving your application.

☎ 01455 552343

✉ enquiries@ipat.uk

📍 Inspiring Primaries Academy Trust,
Company Number 08540699, Registered
UK Address: Church Lane, Gilmorton,
Leicestershire, LE17 5EU



Our vision is to enable all to flourish and succeed.

Our guiding principles are:

- We will appreciate the trust placed in us in educating children, promoting their personal development and well-being.
- We will promote excellence, personal achievement and the realisation of each and every child's potential, irrespective of their gender, race, faith, ability or background.
- We will promote the pursuit of excellence by every person every day, celebrating performance inside schools and the wider world.
- We are committed to ensuring well disciplined, caring environments.
- We are committed to ensuring every school is a hub for the community it serves and is a source of immense pride.
- We are committed to providing high quality buildings and engaging classrooms with up to date technologies.

Premises Officer Job Description

Job Title:

Premises Officer

Grade:

Equivalent to Leicestershire LA Grade 7

Initial Location:

Ullesthorpe CE Primary School, Gilmorton, Leicestershire

Responsible To:

Head, IPAT Business Partners

Key Relationships / Liaison With:

School Leaders, school office, contractors, LGB

Job Purpose:

To be responsible at the direction of the Head or other designated person for the management and the provision of high quality, cost-effective development maintenance, security and cleanliness of all school premises and grounds to ensure that students, staff and other users have a comfortable, clean, safe, well maintained environment in which to work or otherwise use the school and its facilities.

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

Premises Officer Job Description cont.

Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

Security

- To be responsible for securing of premises by setting/unsetting of security alarms at the agreed time of day, locking/unlocking different areas of buildings and to check windows are closed.
- Carry out emergency security repairs where possible or contact the appropriate contractor.
- To ensure that fire alarms are checked in accordance with agreed schedules to ensure that the systems work in the event of fire, thereby reducing the risk of injury to students, staff and other users.
- Maintain duplicate sets of keys for all rooms and equipment

Administration

- Order materials and equipment required for use by the Premises/ Cleaners team, in line with school ordering procedures. Monitor spending against appropriate budgets, drawing attention to the Headteacher or designated person to potential overspends.
- To maintain appropriate administrative records systems for the Premises function to assist the Headteacher, SLT and the Local Governing Body.
- Complete appropriate records, e.g. heading/safety checks, order forms.
- Contribute to the review of school policies and procedures related to the Premises function as a member of the School Health and Safety Committee and by working with senior colleagues.
- 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 or designated person, as necessary.
- To monitor stock levels of cleaning and other materials, order as necessary and store appropriately to ensure that cleaning and other work can be carried out in accordance with laid down schedules and safety instructions.

Premises Officer Job Description cont.

Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

Maintenance

- Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the School Leadership. Deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirements. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practices.
- Oversee and undertake part of the daily cleaning of the school (where agreed) ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary.
- Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school & deploy Contractors as appropriate.
- Replace bulbs/shades where accessible & replace tube, starter, shade (not sealed units), where practicable.
- Replace, re-fuse or fit plugs (after training) & inspect electrical fittings and arrange for Contractor to deal with any defects
- To operate the heating and hot water plant. Ensure that recommended temperatures are maintained.
- To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money.
- 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 & deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary &, where necessary, with Emergency Services including calling in Emergency Services as required

Premises Officer Job Description cont.

Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

Health & Safety

- Contribute to the development of Health & Safety Policy in the school through membership of the school's Health & Safety Committee to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice.
- 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.
- To carry out duties placed on employees by Health & Safety legislation.
- To ensure that mechanical aid, steps and other care-taking equipment are in a safe condition.
- Report to Headteacher or designated person any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective

Other

- 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.
- Ensure grounds are kept in a clean and tidy condition, overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park and litter picking to ensure grounds are kept in a tidy condition
- To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- Receive and transport to main store or deliver throughout the building ALL normal educational deliveries.
- Deal with accident spillages
- In consultation with the Headteacher or designated person, identify and undertake appropriate training and development.

Premises Officer Job Description cont.

Special Factors:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- 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.
- 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 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

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.

Inspiring Primaries Academy Trust 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.

Premises Officer Person Specification

Aspect	Essential	Desirable	Evidence (Essential)
Safeguarding	<ul style="list-style-type: none"> Enhanced DBS clearance. Right to work in the UK. Unswerving commitment to implementing school / trust policies relating to the safeguarding of children. 	<ul style="list-style-type: none"> Attendance at safeguarding training. Ability to support, contribute to and further develop whole school approaches to safeguarding and promoting the welfare of children. 	<ul style="list-style-type: none"> Application form References Interview questions Required documentation
Qualifications	<ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy. 		<ul style="list-style-type: none"> Application form Required documentation
Experience		<ul style="list-style-type: none"> Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance. Working within a school setting. Liaising with external contractors including negotiating prices for small jobs. 	<ul style="list-style-type: none"> Application form References Interview questions

Premises Officer Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
Knowledge and understanding	<ul style="list-style-type: none"> • Ability to alert senior staff to unsafe practices. • Ability to understand and apply school policies related to the post including those that relate to pupil contact. • Understanding of the context in which the schools are working. 	<ul style="list-style-type: none"> • An ability to undertake risk assessments in relation to premises function. • Knowledge of Health & Safety issues relevant to the post including legislation and COSHH. • An understanding of Health & Safety and security issues. Knowledge of good security practices. 	<ul style="list-style-type: none"> • Application form • Interview questions • References
Skills & Attributes	<ul style="list-style-type: none"> • Good interpersonal communication skills. • Ability to work effectively unsupervised and also as part of a team. • Good organisational skills – ability to complete tasks to deadlines personally or through colleagues. • Ability to use range of tools/cleaning equipment relevant to post. • Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms. • Self motivated. • Willingness to undertake personal development and training. 	<ul style="list-style-type: none"> • Ability to relate well to staff, governors and pupils and to be assertive when necessary. • Ability to negotiate desired outcomes, e.g. prices, deadlines • Ability to maintain accurate records. • Ability to lead, manage and motivate staff • IT knowledge of MS Word 	<ul style="list-style-type: none"> • Application form • Interview questions • References

Premises Officer Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
General Circumstances	<ul style="list-style-type: none">An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.		<ul style="list-style-type: none">Application formInterview questionsReferences
Factors not already covered	<ul style="list-style-type: none">Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.		<ul style="list-style-type: none">Medical questionnaire

Ready to apply?

If our school and our Trust is right for you then
we want to hear from you!

To Book A Visit:

Ring **01455 272973** during school hours and ask
for Kelly Richardson - Assistant Business Partner

To Apply:

Visit the school website at

www.ullesthorpe.leics.sch.uk

or email **Ullesthorpe@ipat.uk**

