

## Job Description

### Premises Officer – Primary School

<b>Reporting to:</b>	Headteacher/Operations Manager/Office Manager
<b>Liaising with:</b>	Parents, students, visitors, colleagues, external suppliers and members of the public/local community
<b>Grade/Salary:</b>	STA Band 3 FTE £20,043 - £21,269 per annum paid pro-rata dependent on hours required
<b>Hours of work:</b>	school specific

**Overall Purpose of this Post:** To undertake the operational management responsibility for the maintenance, security, health & safety and general administration of the School site, its grounds, buildings, facilities and equipment ensuring that the school operates efficiently and effectively.

#### Major Objectives:

- To ensure efficient use and maintenance of the School site and buildings.
- To maintain and implement adequate security measures and procedures for the site buildings and facilities.
- To ensure that premises, grounds; cleaning, repair and catering equipment are maintained and developed in an effective and planned manner.
- To provide risk assessments and report with necessary recommendations of any actions needed.
- To ensure that the necessary Legislative and Health & Safety requirements are met...
- To ensure the effective implementation of repairs, maintenance and cleaning programmes.
- To ensure that catering facilities meet the School and statutory requirements.
- To implement, follow and promote energy conservation measures within the school.

**Summary of job tasks:** The tasks listed are, generally, only those taking at least 10% of the postholder's time.

- Looks after the site, buildings, associated fixtures and fittings, plumbing, heating, electrical and mechanical equipment, etc., including on-going usage, cleaning, maintenance, repairs, liaising and monitoring external contractors.
- Arranges security, cleaning, laundry, catering and minor repair or maintenance rosters, liaising with contractors
- Sets up and agrees call out arrangements and contracts with external suppliers for emergency and necessary repair work and monitors contractors and the effectiveness of 'contracted out' services, ensuring they comply with all health and safety procedures
- Maintains and provides appropriate records, procedures and management information for internal and legislative requirements.
- Advises on the appropriateness and cost any facilities lettings and oversees such usage.
- Carries out tendering, negotiation and costing procedures for the provision of goods, services and specific projects and acts as local project manager.

- Arranges an annual audit and inventory of the fabric, equipment, facilities and energy conservation measures and produces recommendations as appropriate.
- Attends appropriate necessary Governors, Leadership Team and other meetings, advising on and contributing to planning, Health & Safety aspects and specific projects.

Job Requirements: Essential (E) or Desirable (D).

Literacy and numeracy sufficient to perform the tasks above and below. English and Maths GSCE grade c or above	E D
Basic D.I.Y. skills and able to carry out minor repairs to buildings and equipment.	E
Able to use own initiative, meet deadlines and make decisions in emergencies	E
Must be self-motivated and able to work on own initiative	E
Ability to prioritise and deal with multiple on-going work tasks	E
Ability to deal with other staff and pupils in a polite and courteous manner	E
Willing & able to deal with people from a variety of backgrounds & levels.	E
Willing & able to work outside normal hours, and be on call for emergencies.	E
Willing & able to attend training courses & obtain relevant certificates for the role	E
Willing & able to operate hand tools, cleaning machinery, etc. & carry small loads.	E

This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure by the DBS. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. Employment is subject to the receipt of satisfactory references, proof of medical fitness and a probationary period of six months.

### Criteria Matrix

<b>People Management</b>	Supervises and organises the work of 3 - 4 cleaning staff. Instructs and looks after any external contractors working on site.
<b>Decision making and creativity required</b>	Assesses & keeps the site, buildings & facilities to a high standard of hygiene and cleanliness. Deals with any emergency situations, e.g. burst pipes, broken windows, blocked toilets etc. Assesses situations, contacting suppliers, LA sections when repair, maintenance or advice needed. Advice on H&S matters for facilities. Reports incidents or situations which may lead to closure of all/part of the School/College.

<b>Contacts</b>	<p>Works with external contractors when on-site and requests quotes.</p> <p>When on-site/shift, acts as the H&amp;S Officer.</p> <p>Advises staff on use and repair options of facilities, equipment etc.</p> <p>Deals with staff and pupils, on proper use of equipment and facilities.</p> <p><b>Deals with external contractors and suppliers</b></p>
<b>Objectives</b>	<p>The site, grounds, buildings, fabric, facilities and equipment within are all “fit” for purpose.</p> <p>Equipment is kept in a good state of repair and is kept available for use.</p> <p>Any emergencies are dealt with promptly and with minimum disruption.</p> <p>Facilities are kept secure, clean and tidy.</p> <p>Site and Grounds are kept tidy.</p> <p>To reduce on-going property costs</p>
<b>Resources used or managed</b>	<p>Drives and maintains mini-bus where school has one, sit on mowers where school has one, gardening, cleaning and other equipment, etc.</p> <p>Repairs equipment, sinks, drains, gutters etc.</p> <p>Uses and trains staff on equipment use, gardening, DIY, repair, cleaning, etc.</p> <p>Maintains adequate stocks of cleaning, toilet, fuel, etc., supplies.</p> <p>Opens and closes buildings on time.</p> <p>Checks orders, deliveries and invoices.</p> <p>Completes all records, required forms and returns accurately and on time.</p> <p>Perform basic security and repair tasks.</p> <p>Assist in looking after the security, cleanliness and safety of assigned facilities.</p> <p>Tools, electrical &amp; mechanical equipment and supplies to repair, maintain, clean the facilities.</p>
<b>Interruptions and conflict situations &amp; frequency</b>	<p>Deals with any emergencies that occur, e.g. burst pipes, electrics failing, broken windows etc.</p> <p>Re-assesses priorities as situations arise and dealing with them.</p> <p>Up to 10 open problems/requests at any one point in time.</p> <p>Responding to and assisting to resolve problems and requests, several each day.</p>
<b>Physical effort &amp; IT use required</b>	<p>Physical effort to keep indoor &amp; outdoor areas safe, clean and tidy. DIY, repairs, etc.</p> <p>Some PC updating/reporting.</p> <p>Some desk work.</p> <p>Standing most of the day, kneeling etc. when necessary.</p> <p>Perform basic security and repair tasks.</p> <p>Operates hand tools, cleaning machinery, etc. &amp; carry small loads. Using ladders, steps, etc.</p>

	<p>Cleaning, locking up, crawling under/over equipment, clearing paths, etc. Undertaking portering duties.</p>
<b>Working conditions</b>	<p>Inside checking work, standing, crawling under/over equipment, doing minor repairs, etc. Outside checking work, locking up etc. Working indoors (primarily) and outside. Walking around inside and out, checking the site, building, equipment, etc.</p>
<b>Risks encountered</b>	<p>Incidents – burst pipes, roof caving in etc. – inspects and identifies what is needed. Uses cleaning fluids, drills, gardening equipment, DIY jobs, etc. (goggles, gloves etc. provided). Cleaning up sick, blocked toilets, etc. Personal Injury from using tools, ladders and portering.</p>
<b>Knowledge and Skill levels required</b>	<p>Training or experience, in at least one of the following: joinery, painting/decorating, plumbing, electrical, COSHEE, etc. procedures. Work related topics/courses e.g. use of ladders, manual handling, use of cleaning products etc. Experience in basic building/site maintenance and security. Able to use larger equipment such as garden mowers, polishers, etc. Basic DIY skills and able to carry out minor repairs to buildings and equipment. Cleaning experience. Able to use equipment such as small hand tools, drills, floor cleaners, etc.</p>