

## Premises Officer 3

To be responsible at the direction of the Headteacher/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.

<b>Grade:</b>	8 (15-18)
<b>Hours:</b>	Full time
<b>Responsible To:</b>	Office Manager
<b>Responsible For:</b>	Premises Assistants/ Cleaning Staff (in house/contracted)
<b>Key Relationships/ Liaison with:</b>	Headteacher/SLT/ Teaching and Support Staff /Head of Estates and Admissions /Director of Operations/Operations Assistant
<b>Occupational Standards:</b>	Support Teaching and Learning (STL) Level 2

## Main duties and responsibilities

### General

- To undertake all aspects of the work of the Premises Officer, e.g., locking/unlocking the premises, cleaning, minor repairs and maintenance, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that Health & Safety requirements are complied with.
- To undertake the management of Assistant Premises Officers and/or cleaners.
- To assist in the management and monitoring of a number of premises related budgets, making appropriate changes to planned work/developments in the light of ongoing expenditure to stay within budget.
- To agree with the Headteacher (and work with Central Services) and thereafter implement a programme of ongoing maintenance and improvement/new work, identify the most appropriate resources, e.g. Premises Officers/external contractors to achieve timescales, best value for the school and make best use of own and Premises Officers' skills.
- Undertake/oversee risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace or facility to use.
- To develop and oversee effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with Central Services, Emergency Services and outside firms to maximum the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
- To monitor the standard of work, attendance and conduct of staff supervised, identify training and development needs and ways of meeting these, ensure any concerns are dealt with appropriately and effectively, involving the Headteacher or Central Services where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
- To ensure the continuous improvement in the quality of standards of service, including the promotion of energy conservation, and maintain the cleanliness of the school site and maintenance of buildings.

## Administration

- Order materials and equipment required for use by the Premises/Cleaners team, in line with Trust ordering procedures. Monitor spending against appropriate budgets, drawing attention to the Headteacher/SLT to potential overspends.
- To work with Central Services to develop and maintain appropriate administrative and records systems for the Premises function to assist the Headteacher and SLT.
- Complete appropriate records, e.g. compliance/safety checks/audits/ inventories/ 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 and Central Services.
- 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 premises 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.

## Security of Premises and Contents

- 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 in consultation with Central services if (appropriate).
- To ensure that fire alarms are checked in accordance with agreed Trust 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.

## Buildings

- Be responsible for the implementation of repairs, maintenance and cleaning programme agreed with the SLT/Central Services and/or in accordance with the School Development Plan. Deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirement, taking the role of local project manager. 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 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 Assistant Premises Officers/Contractors as appropriate.
- Work with Central Services to carry out tendering/quote requests in line with Trust procedures, for the provision of goods and services for school projects acting as local project manager as appropriate.

### Grounds Care

- 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.
- Oversee litter picking to ensure grounds are kept in a tidy condition

### Electrical Installations

- 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 undertake the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.

### Heating Systems

- 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.
- To maintain adequate fuel levels and take delivery of fuel.

### Emergencies

- 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.
- Liaise as necessary with Emergency Services including calling in Emergency Services as required following guidance set out in the School Business Continuity Plan.

### Other Duties

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

furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.

- Deal with accident spillages.

### Training

- In consultation with the Office Manager/Headteacher, and as part of any Appraisal process, identify and undertake appropriate training and development.
- Identify and, if appropriate, provide training required by Assistant Premises Officer and/or cleaners.

### Health and Safety

- 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.
- 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.
- Report any breaches of safety regulations/policies or other safety concerns noticed, in line with school trust procedures, to enable the school and school grounds to be safe and healthy places for students, staff and other users to use.
- To carry out duties placed on employees by Health & Safety Legislation.
- To ensure that caretaking equipment, i.e. mechanical aids, steps are in a safe condition.
- 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:**

- 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.
- Expenses will be paid in accordance with the Local Conditions of Service.
- 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



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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.**

**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.**

## Person Specification

**Job Title:** Premises Officer 3

**Grade:** 8 (15-18)

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good communication skills, written and verbal.</li> <li>• NVQ level 2 or equivalent in numeracy and literacy.</li> </ul>	✓	✓	App/Doc App/Ref
<b>Experience</b> <ul style="list-style-type: none"> <li>• Craft skills, e.g. plumber, electrician and decorating or previous experience in a caretaking role including repairs and maintenance.</li> <li>• Working within a school setting.</li> <li>• Liaising with external contractors including negotiating prices for small jobs.</li> </ul>		✓ ✓ ✓	App/Ref App/Ref App/Ref
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Ability to alert senior staff to unsafe practices.</li> <li>• Understanding of the context in which the schools are working.</li> <li>• An ability to undertake risk assessments in relation to premises function.</li> <li>• Knowledge of Health &amp; Safety issues relevant to the post including legislation and COSHH.</li> <li>• An understanding of Health &amp; Safety and security issues.</li> <li>• A knowledge of good security practices.</li> <li>• Ability to understand and apply school policies related to the post including those that relate to pupil contact.</li> </ul>	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	Int/test Int Int/test Int Int Int
<b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Confident in the use of a range ICT software packages (e.g. MS Word, Excel, Teams)</li> </ul>	✓ ✓ ✓ ✓		Int Int Int



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	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>Ability to relate well to staff, governors and pupils and to be assertive when necessary.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to work unsupervised and be able to work as a member of a team.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to negotiate desired outcomes, e.g. prices, deadlines.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to maintain accurate records.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to lead, manage and motivate staff.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to use range of tools/cleaning equipment relevant to post.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to undertake a range of basic repairs and maintenance tasks related to equipment and materials etc used in design classrooms.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Self-motivated.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to work with minimum supervision.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Willingness to undertake personal development and training.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Ability to work as part of a team.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>Flexible – prepared to work some hours outside normal working hours.</li> </ul>	✓		Int
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	✓		App/Int
<b>Factors not already covered</b> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</li> </ul>	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

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

