



Job Title:	Premises Officer 4 (SEND) Job Description
Grade:	10
Post Number:	37 HPW – 52 weeks per year
Hours:	Full time
Responsible To:	School Business Manager
Responsible For:	Premises Team/ 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

Job Purpose: To be responsible at the direction of the Headteacher and or the School Business Manager for school Health and Safety matters and 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, contributing to the provision of a comprehensive and seamless support service to the school.

All roles within our SEND cluster are pivotal to providing an excellent education provision across our special schools within Discovery Trust.

Due to the complex and challenging nature of our children, there is an expectation that all staff contribute to the shared responsibility and care of our learners. At times this will present situations and behaviour that is significantly different to a mainstream setting, this may include but is not exhaustive:

- Our students have severe physical difficulties which affect movement, coordination, strength, or physical independence, but who is supported to learn, grow, and participate as fully as possible.
- They might use mobility aids such as a wheelchair, walking frame, or adapted seating. Some students may also have additional needs, such as speech, communication, or medical support, while others may primarily require physical assistance.
- In the classroom, the environment is usually carefully adapted. Desks, equipment, and technology are often adjusted so the student can access learning comfortably. For example, they might use assistive technology like speech-to-text software, specialist keyboards, or touchscreens. Lessons are often tailored to their pace and abilities, with a strong focus on inclusion, independence, and confidence-building.
- Most importantly our students are not defined by their physical difficulties. They have their own personality, interests, strengths, and ambitions, and the school environment aims to help them develop independence, confidence, and the skills they need for adult life.

Occupational Standards:

MAIN DUTIES AND RESPONSIBILITIES:

1. General

- a) To undertake all aspects of the work of the Premises Officer, e.g. swimming pool maintenance, 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.
- b) To undertake the management of the Premises Teams and/or cleaners, managing cover for absence of premises staff and cleaners.
- c) To assist Head of Estates, induct, train and if required, supervise and allocate work to premises officers on all Discovery Sites.
- d) To produce (annually) a draft development plan (including costings/financial implications) for the school grounds, buildings, equipment (related to Premises cleaning and maintenance) and furniture to meet identified curriculum needs of students.
- e) Working in conjunction with Head of Estates, give sound and expert advice to SLT, with reference to site management.
- f) 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 Team/external contractors to achieve timescales, best value for the school and make best use of own and Premises Teams' skills.
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) Take responsibility for energy conservation measures, advising on strategies when appropriate.

2. Administration

- a) 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.
- b) Advise on, monitor and review budget allocations connected with site maintenance, security and Premises Team.
- c) To work with Central Services to develop and maintain appropriate administrative and records systems for the Premises function to assist the Headteacher and SLT.
- d) Complete appropriate records, e.g. compliance/safety checks/audits/ inventories/ order forms.
- e) Contribute to the review of school policies and procedures related to the Premises function as a key member of the School Health and Safety Committee and by working with senior colleagues and Central Services.
- f) Take responsibility for administrative arrangements for lettings, claims, bookings, etc
- g) Deal with day to day work related issues, relating to premises and cleaning staff, eg quality/quantity of work, working methods/use of new equipment/materials, liaising with the Headteacher or designated person, as necessary.
- h) 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.

- i) Attend and give reports (premises issues and financial) to the SLT and Central Services Teams as required.

3. Security of Premises and Contents

- a) 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.
- b) Carry out emergency security repairs where possible or contact the appropriate contractor in consultation with Central Services if (appropriate).
- c) 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.
- d) Maintain duplicate sets of keys for all rooms and equipment.

4. Buildings

- a) 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.
- b) To have overall responsibility for the schools cleaning arrangements.
- c) To manage cleaning staff, allocate their areas of work and to keep records of attendance.
- d) To liaise with the School Business Manager over the financial management of cleaning arrangements
- e) Deal with and participate in ad hoc requirements for repairs and maintenance work throughout the school. Deploy Premises Team/Contractors as appropriate.
- f) Assist Central Services with / or manage the preparation of tendering documentation/quote requests etc checking specification and ensuring contract conditions are in line with Trust procedures acting as local project manager as appropriate.
- g) Check work carried out by Contractors (ie window cleaning, servicing of heating equipment etc) and report as required, working in collaboration with Central Service Teams as appropriate.
- h) Take responsibility for overseeing across the whole school site, the work of the Grounds Maintenance Contractors and report as required.

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) Ensure grounds are kept in a clean and tidy condition.
- c) Overseeing and undertaking if necessary, clearing of paths, drains, gullies and car park.
- d) Oversee litter picking to ensure grounds are kept in a tidy condition

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 operate the heating and hot water plant.
- b) Ensure that recommended temperatures are maintained.
- c) To oversee energy conservation measures and to recommend strategies for improving performance to secure value for money.
- e) Carry out routine maintenance procedures for heating boilers, water pumps, and sump pumps.
- f) 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.
- g) To maintain adequate fuel levels and take delivery of fuel.

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. To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.
- d) Deal with accident spillages.

10 Training

- a) In consultation with the School Business Manager/Headteacher, and as part of any Appraisal process, identify and undertake appropriate training and development.
- b) Identify and, if appropriate, provide training required by Premises Team and/or cleaners.

11 Health and Safety

- a) To act as H&S coordinator and work with SLT and Central Service departments to manage and be responsible for school Health and Safety matters, ensuring compliance 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) 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.
- c) 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.
- 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 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**
- (e) Occasional travel between Discovery locations may be required. A valid driving licence 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: Site Manager Person Specification

Grade: 10

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Good communication skills, written and verbal..	✓		App/Doc
NVQ level 2 or equivalent in numeracy and literacy.		✓	App/Ref
<u>Experience</u>			
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
<u>Knowledge</u>			
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
<u>Skills/Attributes</u>			
Good communication and interpersonal skills.	✓		Int
Good organisation and budgeting skills	✓		Int
Good negotiating skills	✓		Int/Test

	Essential	Desirable	How assessed
Confident in the use of a range ICT software packages (e.g. MS Word, Excel, Teams)	✓		Int
Ability to relate well to staff, governors and pupils and to be assertive when necessary.	✓		Int
Ability to work unsupervised and be able to work as a member of a team.	✓		Int
Ability to negotiate desired outcomes, e.g. prices, deadlines.	✓		Int
Ability to maintain accurate records.	✓		Int
Ability to lead, manage and motivate staff.	✓		Int
Good organisational skills – ability to complete tasks to deadlines personally or through colleagues.	✓		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.	✓		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
<u>General Circumstances</u>			
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
<u>Factors not already covered</u>			
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)