

JOB DESCRIPTION – Premises Officer

Job Purpose	<p>To be responsible for the maintenance, security and health and safety of the Dorothy Goodman School and its related Satellite units (including grounds, buildings, facilities and equipment) ensuring efficient and effective operation. To ensure pupils, staff, and other premises users are provided with a safe, clean and attractive learning environment in which to learn, work or otherwise use the school and its facilities</p> <p>To ensure that the school gives a positive first impression and complies with legislation and guidance as it relates to this post.</p> <p>To undertake all aspects of the work of the Premises Officer, e.g. cleaning, minor repairs and maintenance, locking/unlocking the premises, layout of the hall and other rooms, to ensure that lessons and other activities can take place without delay or disruption and that all Health & Safety requirements are complied with.</p>
To whom the postholder reports to	The school Site Manager as Line Manager The Trust Estates Manager as the estates function lead Consulting with Heads of School, Trust Executive Leadership and colleagues as required.
Duties and responsibilities specific to the post	<ul style="list-style-type: none"> ● To oversee effective security systems and procedures throughout the building and premises liaising as necessary with the emergency Services and outside firms. ● To ensure that premises, grounds, cleaning, repair and catering equipment are maintained and developed in an effective, efficient manner and supporting their maintenance and repair. ● To ensure routine maintenance procedures are effectively undertaken for heating boilers, water pumps, sprinkler systems, fire alarm systems etc. are undertaken. ● To ensure that effective checks and testing are undertaken for the control of Legionella, managing hazardous substances and the disposal of chemicals, e.g. asbestos, testing of the fire alarms, fire doors, glazing, PAT testing, emergency lighting and security on site to include CCTV and alarm system.. ● To complete emergency repairs and cleaning of toilets and associated drains to include unblocking and cleaning of both ● 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 . ● To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests.

	<ul style="list-style-type: none"> • To contribute to the development of the school site, in conjunction with the Headteacher and Site Manager and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the School. • To contribute to the Health & Safety Policy in the school to ensure that the school complies with Health & Safety legislation (including COSHH) and associated Codes of Practice and acknowledged good practice. • To undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests. • To agree with the Site Manager and thereafter implement a programme of on-going maintenance and improvement/new work, ensuring the continuous improvement in the quality of standards of service, the maintenance of buildings and grounds. • To arrange call outs and contracts with internal or external suppliers for emergency and necessary repair work; ensuring contractors are supervised when they are on site. • To be the point of contact for contractual issues with regard to premises-related contracts, i.e. ground maintenance, plant maintenance, premises related maintenance. Monitor service work carried out. • To advise on the appropriateness and cost any facilities bookings/lettings and oversee such usage; • To oversee energy conservation measures. • Regularly review and update the emergency evacuation plan and individual room evacuation notices
Generic duties and responsibilities	<ul style="list-style-type: none"> • To participate in induction training, staff review process and professional development opportunities • To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description • To be responsive with day-to-day problems or emergency situations as they arise, assessing priorities and to organise reactive maintenance i.e. burst pipe, broken toilet • To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the School. • To undertake specific tasks as identified by the Site Manager and / or the Headteacher as and when required. • To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the School and the Trust.

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.

Open Thinking Partnership shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

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 is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Open Thinking Partnership 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.