



**Post:** PREMISES OFFICER

**Grade:** LEVEL 2 - Grade D (SCP 5 – 6) – JE No. A1631

30 hours per week – Term Time & 2 Weeks

### **JOB PURPOSE**

Under the instruction/guidance of appropriate the site manager and Office Manager be responsible for the building maintenance, cleanliness, security and maintenance of furnishings within the designated school (site) premises. Reporting directly to the Site Manager.

### **MAIN DUTIES**

#### **Security and Safety**

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to safe working practice.

#### **Energy Management**

Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.

Ensure lights and other equipment are switched off as appropriate.

#### Porterage

Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.

Undertake porterage of stock, furniture and equipment as required.

#### Maintenance

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.

Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.

Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school (site) premises is satisfactory, as per specific schedule for the school (site) premises.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the appropriate senior member of staff.

Monitor the cleanliness of the school/site\*, liaising with the Cleaning Supervisor on a daily basis.

Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.

#### Support for the School/Organisation

Complete all necessary administration e.g. timesheets, and forward to the appropriate person for processing.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support differences to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the organisation's ethos, aims and development / improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Contribute to the maintenance of records, information and data, including the production of analysis and reports as required of the Senior Management Team to aid decision making.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise your own strengths and areas of expertise and use these to advise and support others.

Assist in the induction of other support staff as required.

**Note** In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.