

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: Our Lady Star of the Sea Catholic Primary School

Post: PREMISES OFFICER

Grade: LEVEL 3 - Grade E – JE No. A1632

JOB PURPOSE

Under the guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the school site.

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 as required.

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 the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Contribute to the completion of risk assessment of security risks to the site premises (grounds, premises and contents) including vandalism/arson.

Energy Management

Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.

Ensure lights and other equipment are switched off as appropriate.

Porterage

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

Demonstrate and assist in the safe and effective use of specialist equipment and materials.

Undertake porterage of stock, furniture and equipment as required.

Maintenance

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

Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Undertake minor day-to-day repairs as required.

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

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

Monitor the cleanliness of the premises, liaising with the cleaning staff on a daily basis.

Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the premises.

Support for the School/Organisation

Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.

Responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of budget.

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 difference 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.

Responsible for maintaining records, information and data, producing analysis and reports as required.

Attend and participate in meetings as required.

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

Recognise 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.

PERSON SPECIFICATION

Post: PREMISES OFFICER – LEVEL 3

School Our Lady Star of the Sea CPS

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Level 2 qualification or equivalent in Maths/numeracy and English/literacy.	E	AF + I
Relevant Level 2 qualification or equivalent experience.	E	AF + I
<u>EXPERIENCE/KNOWLEDGE</u>		
Demonstrate experience of caretaking/site-keeping in a school (site) or similar environment.	D	AF + I
Demonstrate an understanding of inclusion.	E	AF + I
Ability to relate well to children and adults.	E	AF + I
Knowledge of health and safety procedures and precautions.	E	AF + I
Awareness of COSHH regulations.	E	AF + I
Awareness of health and hygiene procedures.	E	AF + I
Knowledge of moving and handling procedures.	E	AF + I
Be prepared to undertake training to have knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.	E	AF + I
Budget management experience.	D	AF + I

<p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p><u>Communication & Influence</u></p> <p>Communicates in a clear, accurate and succinct manner to deliver information to the right person, ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</p> <p><u>Team Working</u></p> <p>Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</p> <p><u>Organisational Awareness</u></p> <p>Demonstrates a broad knowledge of the organisation's activities and how they contribute to the organisation's performance as a whole. Is able to describe the current activities in their area together with organisational developments. Demonstrates how own job performance contributes to the organisation's vision.</p> <p><u>Adaptability</u></p> <p>Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
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<p><u>Use of Technology</u></p> <p>Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.</p> <p><u>Professional Values & Practice</u></p> <p>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</p> <p>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</p> <p>Ability to improve own practice through observations, evaluation and discussion with colleagues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
<p><u>SPECIAL REQUIREMENTS</u></p> <p>Requirement to complete Support Staff Induction Programme.</p> <p>Willingness to undertake appropriate first aid training (if appropriate).</p>	<p>E</p> <p>E</p>	<p>I</p> <p>I</p>

AF = Application Form
I = Interview
T = Test
P = Presentation