

## Job Description

Job title	Premises Officer
Responsible to	Headteacher, School Business Manager
Type of contract	Permanent, Full Time
Hours of work	Split Shift, 7am Start/6pm Finish
Salary	NJC Band F (Point 12 – 19)
Base	Rowan Park School

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 designated multi-school (site) locations.

## Role and responsibilities

1. Main duties
<b><u>Security and Safety</u></b>
<ul style="list-style-type: none"> <li>Responsible for the completion of the risk assessment of security risks to the designated multi school (site) premises (ground, premises and contents) including vandalism/arson.</li> <li>Arrange for security checks to be undertaken (ensuring premises are locked securely at the end of each day, etc) and advise on how security risks can be minimised.</li> <li>Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.</li> <li>Respond to and accurately record all call outs, liaising with the security force and police as appropriate and ensure premises are secure post break-ins.</li> <li>Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.</li> <li>Undertake the role of Fire Marshall.</li> <li>Ensure the safe storage of materials covered by the COSHH regulations.</li> <li>Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.</li> </ul>
<b><u>Energy Management</u></b>

<ul style="list-style-type: none"> <li>• Manage the prevention of waste and reduce energy consumption in consultation with the appropriate person, by encouraging recycling and limiting energy consumption appropriately.</li> </ul>
<ul style="list-style-type: none"> <li>• Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure lights and other equipment are switched off as appropriate.</li> </ul>
<p><b><u>Maintenance</u></b></p>
<ul style="list-style-type: none"> <li>• Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake minor day-to-day repairs as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Oversee external contractors working on the designated multi-school site premises to ensure that they carry out the work as agreed and to a satisfactory standard.</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor the cleanliness of the designated multi-school premises, liaising with the cleaners as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi-school (site) premises.</li> </ul>
<ul style="list-style-type: none"> <li>• Pool maintenance: undertake appropriate training; undertake daily water checks; chemical dosage as required; maintain stocks; liaise with pool maintenance contractors; cleaning pool if contaminated; reporting any defects, water level irregularities etc to Headteacher; general pool maintenance e.g., backwash, vacuum pool.</li> </ul>
<p><b><u>Support for the School/Organisation</u></b></p>
<ul style="list-style-type: none"> <li>• Enable access to the schools for a maximum of 30 hours per annum following the normal closure time of the designated multi-school premises.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage Health and Safety risk assessments and dissemination and compliance with health and safety policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Complete all necessary administration submitting information as required to the Senior Management Team to aid decision-making.</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the organisation's ethos, aims and development/improvement plan.</li> </ul>
<ul style="list-style-type: none"> <li>• Management of other premises staff, including their deployment and general training issues.</li> </ul>
<ul style="list-style-type: none"> <li>• Work as part of a team appreciating and supporting the role of other people in the team.</li> </ul>

<ul style="list-style-type: none"> <li>Responsible for maintaining records, information and data, producing analysis and reports as required.</li> </ul>
<ul style="list-style-type: none"> <li>Attend and participate in meetings as required and to offer advice and guidance to the Headteacher in areas of maintenance and refurbishment projects.</li> </ul>
<ul style="list-style-type: none"> <li>Undertake personal development through training and other learning activities as required.</li> </ul>
<ul style="list-style-type: none"> <li>Recognise own strengths and areas of expertise and use these to advise and support others.</li> </ul>
<ul style="list-style-type: none"> <li>Assist in the induction of other support staff as required.</li> </ul>
<p><b><i>In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.</i></b></p>
<p><b>Safeguarding</b></p>
<p>To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>
<p><b>Health and Safety</b></p>
<p>The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.</p>
<p><b>Confidentiality and Data Protection</b></p>
<p>The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.</p>
<p><b>Equality and Diversity</b></p>
<p>Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.</p>
<p><b>Training and Development</b></p>
<p>Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.</p>

<b>Mobility</b>	
The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions	
<b>The post holder is also required to</b>	
<ul style="list-style-type: none"> <li>• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.</li> <li>• Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.</li> <li>• To promote equality, diversity and inclusion and demonstrate this within the role.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.</li> <li>• To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.</li> <li>• To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.</li> </ul>	
<b>Endorsement</b>	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	

<b>Declaration</b>	
I accept this job description.	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Person Specification

### Premises Officer

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Level 2 qualification or equivalent in Maths/numeracy and English/literacy. (AF + I)</li> <li>Relevant Level 3 qualification or equivalent experience. (AF + I)</li> </ul>	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Demonstrates experience of caretaking/site-keeping in a multi-school (site) or similar environment. (AF + I)</li> <li>Demonstrate an understanding of inclusion. (AF + I)</li> <li>Ability to relate well to children with special needs and adults. (AF + I)</li> <li>Knowledge of health and safety procedures and precautions. (AF + I)</li> <li>Knowledge of COSHH regulations. (AF + I)</li> <li>Awareness of health and hygiene procedures. (AF + I)</li> <li>Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff. (AF + I)</li> </ul>	<ul style="list-style-type: none"> <li>Budget management experience. (AF + I)</li> </ul>
<b>Personal Attributes</b>	<p><b>Communication and Influence</b></p> <ul style="list-style-type: none"> <li>Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication. (AF + I)</li> </ul> <p><b>Team Working</b></p> <ul style="list-style-type: none"> <li>Builds trust and respect with individuals throughout the organisation, developing collaborative and consultative working relationships across schools/sites. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own</li> </ul>	

	<p>expertise with others to enable them to achieve their goals. (AF + I)</p> <p><b>Organisational Awareness</b></p> <ul style="list-style-type: none"> <li>Keeps up-to-date with premises developments, analysing and interpreting how these impact on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the organisation. Regularly networks inside and outside the organisation to exchange ideas and information. (AF + I)</li> </ul> <p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>Contributes personally to the change process. Helps others to understand the need and reasons for the 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 existing practices and conventional thinking. (AF + I)</li> </ul> <p><b>Use of Technology</b></p> <ul style="list-style-type: none"> <li>Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others. (AF+I)</li> <li>Has the ability to use emails effectively to communicate with colleagues and external contractors. (AF/I)</li> <li>Is able to keep uptodate electronic and paper based records of routines, checks, maintenance and stock. (AF/I)</li> </ul> <p><b>Professional Values &amp; Practice</b></p> <ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. (AF+I)</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>• Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. (AF+I)</li> <li>• Ability to improve your own practice through observations, evaluation and discussion with colleagues. (AF+I)</li> <li>• Demonstrate an understanding of working with children with SEN and who can display challenging behaviour. (AF+I)</li> </ul>	
<b>Use of Technology</b>	<ul style="list-style-type: none"> <li>• Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others. (AF+I)</li> <li>• Has the ability to use emails effectively to communicate with colleagues and external contractors. (AF/I) Is able to keep up to date electronic and paper based records of routines, checks, maintenance and stock. (AF/I)</li> </ul>	
<b>Professional Values &amp; Practice</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. (AF+I)</li> <li>• Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. (AF+I)</li> <li>• Ability to improve your own practice through observations, evaluation and discussion with colleagues. (AF+I) Demonstrate an understanding of working with children with SEN and who can display challenging behaviour. (AF/I)</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Requirement to complete Support Staff Induction Programme. (AF/I)</li> <li>• Willingness to undertake other appropriate training as appropriate for the role. (AF/I)</li> </ul>	

**AF        =        Application Form**

**I         =         Interview**

**T         =         Test**

**P         =         Presentation**

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.