



## St. Philip's C.E Primary School

### JOB DESCRIPTION: Premises Officer

**Job Title/Post:** Premises Officer

**Salary:** Grade E

**Accountable to:** Head Teacher

The appointment is with the Governing Body of the School as employer under the terms of the National Society Contract.

#### **Job Purpose:**

Under the guidance of appropriate senior staff, be responsible for the health and safety, security, building maintenance, cleanliness and maintenance of furnishings and fixtures.

#### **1. Christian Ethos**

**To work with the Head Teacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.**

- 1.1 To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- 1.2 To foster good relationships with all members of the school and local community including parents.
- 1.3 To promote the school and all it stands for on all occasions.
- 1.4 To celebrate the successes of the school at every opportunity.
- 1.5 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- 1.6 To perform, in accordance with any directions which may reasonably be given by the Head Teacher, such particular duties as may be assigned.

#### **2. Main Duties**

##### **Security and Safety**

To be the nominated Health and Safety Officer for the school. Monitor health and safety and make recommendations to the Head Teacher.

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.

Carry out daily inspections of the buildings and grounds, i.e check boilers are working, check grounds for litter, ice, glass, graffiti etc, and action.

Undertake routine water safety and fire safety checks.

Liaise with Headteacher regarding updating the school Health and Safety Policy.

Ensure Health and Safety signage to BS Standard is displayed around the site.

Ensure all certification and statutory inspections are kept up to date (as per Health and Safety Checklist).

In conjunction with Senior Managers investigate accidents, dangerous occurrences and near misses.

Weekly 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.

Provide information for Governors Premises Committee meetings.

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

### **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.

Organise waste collection and ensure items for recycling are available for collection.

### **Porterage**

Demonstrate 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. Action if appropriate.

In conjunction with the Head Teacher, be 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, ie Asset Management Plan.

Undertake minor day-to-day 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 designated premises, liaising with the Cleaning Supervisor on a daily basis.

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

Ensure external grids and gullies are kept clean and free from debris.

Ensure boiler house and plant room are safe, clean and tidy and that heating system is operating correctly and all areas are heated to correct temperature.

Arrange for window cleaning to be carried out.

Be responsible for and undertake general ground maintenance including daily sweep of outside areas.

Ensure all outdoor equipment is safe and fit for purpose.

Ensure artificial grass and track is free from debris and ready for use.

### **Support for the School/Organisation**

Enable access to the school following the normal closure time of the designated premises.

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

Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.

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 school's ethos, aims and development/improvement plan.

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

Support with school events and fundraising activities.

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.

Support with the opening and closing for lettings within the school.

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.

**Leave**

You are entitled to 28 days paid holiday per year plus 8 bank holiday days, to be taken during the school holidays and agreed in advance with your line manager.

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

**This job description may be reviewed at the end of the academic year or earlier if necessary. It may only be amended following consultation with you.**