



Premises Officer

Job Description

Purpose of the job

To be responsible to the Facilities Manager, Headteacher and Executive Co-Headteachers for caretaking and other premises related duties at the school in order to maintain a clean, comfortable and safe environment.

Specifically

1. To maintain all outside areas in a clean, tidy and safe condition.
2. To act as key holder for the buildings and to ensure that the building is safe at the time of occupation, including when there are hires taking place before 6.30pm. To set and check alarm systems as appropriate.
3. To regularly check the security of the whole campus including perimeter fencing, gates, CCTV and lighting.
4. Alongside the Facilities Manager, be responsible for the planned and ad hoc maintenance and upkeep of the premises, including undertaking a wide range of duties, e.g. plumbing, electrical, carpentry, painting/decorating
5. Alongside the Facilities Manager, be responsible for ensuring the upkeep of the buildings, including determining, in accordance with established guidelines, whether repairs/maintenance should be undertaken locally or to commission contract services.
6. Alongside the Facilities Manager, be responsible for ensuring the safe and efficient operation of all premises related mechanical, electrical, heating services and other plant. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation. All faults, damage and defects should be reported to the Facilities Manager.
7. To operate BMS system and heating/hot water systems as required in consultation with the Facilities Manager
8. To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment; the safe storage of any potentially harmful materials and that there is appropriate and effective signposting.
9. To supervise contractors carrying out repairs when required and check that repairs have been carried out satisfactorily and to sign off. To report on the performance of contractors as required to the Facilities Manager.

10. To undertake/manage arrangements for day to day cleaning not in the agreed contract and to assist cleaning operatives where and when necessary, including carrying out spot checks and emergency cleaning (e.g. following spillages or clearing up vomit).
11. To replenish toilet rolls, hand towels and soaps as required to all toilets and other areas in the school.
12. To carry out banking duties including taking cash/cheques to the bank as required
13. To maintain the outside green areas e.g. peace garden/hedging/perimeter bank area
14. To input data to the computerised systems in accordance with agreed procedures, e.g. updating the asset management system Parago and the recording of premises tests, inspections & programs.
15. To be responsible for regular PAT testing of electrical items used on school premises.
16. To collect or deliver items as necessary from other campuses, shops or builders merchants etc. as necessary.
17. To receive deliveries and ensure stocks are distributed to the designated places.
18. To receive premises related visitors and direct them as appropriate.
19. To participate in staff training as necessary.
20. To carry out any other duties consistent with the post, as required.
21. To comply with the Federation codes and policies.
22. In discharging the duties of the post, to have due regard to the provisions of the Health & Safety at Work legislation.